



2023 LEAVE RECORD for New York State ADMINISTRATIVE PAYROLL EMPLOYEES

Your leave benefits were negotiated for you by CSEA — your union!

**PAY
PERIOD**

EXAMPLES:
If you are sick 4 hours, enter S-4 under the appropriate day. If you take 2 hours of personal, enter P-2, etc.

ANNUAL LEAVE	SICK LEAVE	PERSONAL LEAVE
Balance from last record:	Balance from last record:	Balance from last record:
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

To record leave used, enter these letters for the appropriate date:
 V = (Vacation)
 S = (Sick Leave)
 H = (Holiday)
 M = (Military Leave)
 P = (Personal Leave)
 SPEC = (Special)
 C = (Compensatory)
 LWOP = (Leave Without Pay)
 W = (Workers' Comp)

	2022							2023							ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE		
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
DEC 22, 2022- JAN 4																							
JAN 5 - JAN 18																							
JAN 19 - FEB 1																							
FEB 2 - FEB 15																							
FEB 16 - MAR 1																							
MAR 2 - MAR 15																							
MAR 16 - MAR 29																							
MAR 30 - APR 12																							
APR 13 - APR 26																							
APR 27 - MAY 10																							
MAY 11 - MAY 24																							
MAY 25 - JUN 7																							
JUN 8 - JUN 21																							
JUN 22 - JUL 5																							
JUL 6 - JUL 19																							
JUL 20 - AUG 2																							
AUG 3 - AUG 16																							
AUG 17 - AUG 30																							
AUG 31 - SEP 13																							
SEP 14 - SEP 27																							
SEP 28 - OCT 11																							
OCT 12 - OCT 25																							
OCT 26 - NOV 8																							
NOV 9 - NOV 22																							
NOV 23 - DEC 6																							
DEC 7 - DEC 20																							
DEC 21 - JAN 3, 2024																							

CONSULT YOUR UNION CONTRACT,
YOUR CSEA REPRESENTATIVE OR YOUR
PERSONNEL OFFICE FOR HOLIDAY
OBSERVANCE SCHEDULE

Leave accruals are an important contractual benefit negotiated for you by CSEA. You can help guarantee the accuracy of your individual accruals by tracking your leave activities throughout the year. If a discrepancy should arise, it might be easier to document your claim by producing your personal leave record form.