



2023 LEAVE RECORD for New York State INSTITUTIONAL 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
Balance from last record:

SICK LEAVE
Balance from last record:

PERSONAL LEAVE
Balance from last record:

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)

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