# 2023 LEAVE RECORD for EMPLOYEES OF LOCAL GOVERNMENTS and OTHER CSEA-REPRESENTED 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.

| PAY PERIOD | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | ANNUAL LEAVE Balance from last record: Earned | Used | Balance | SICK LEAVE Balance from last record: Earned | Used | Balance | PERSONAL LEAVE Balance from last record: Earned | Used | Balance |
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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)

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.