

2024 LEAVE RECORD for New York State ADMINISTRATIVE PAYROLL EMPLOYEES

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

	PAY PERIOD	If y	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:		
		THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance	
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)	DEC 21 - JAN 3, 2024																								
	JAN 4 - JAN 17																								
	JAN 18 - JAN 31																								
	FEB 1 - FEB 14																								
	FEB 15 - FEB 28																								
	FEB 29 - MAR 13																								
	MAR 14 - MAR 27																								
	MAR 28 - APR 10																								
	APR 11 - APR 24																								
	APR 25 - MAY 8																								
	MAY 9 - MAY 22																								
	MAY 23 - JUN 5																								
	JUN 6 - JUN 19																								
	JUN 20 - JUL 3																								
	JUL 4 - JUL 17																								
	JUL 18 - JUL 31																								
	AUG 1 - AUG 14																								
	AUG 15 - AUG 28																								
	AUG 29 - SEP 11																								
	SEP 12 - SEP 25																								
	SEP 26 - OCT 9																								
	OCT 10 - OCT 23																								
	OCT 24 - NOV 6																								
	NOV 7 - NOV 20																								
	NOV 21 - DEC 4																								
	DEC 5 - DEC 18																								
	DEC 19 - JAN 1, 2025																								

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.