



# 2024 LEAVE RECORD for New York State COURT 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.

<b>ANNUAL LEAVE</b> Balance from last record: <input style="width: 90%;" type="text"/>	<b>SICK LEAVE</b> Balance from last record: <input style="width: 90%;" type="text"/>	<b>PERSONAL LEAVE</b> Balance from last record: <input style="width: 90%;" type="text"/>
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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)*

	2024							2025							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 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.