



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.

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)*

								ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE		
	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.