

## **2024 LEAVE RECORD for New York State INSTITUTIONAL 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)	DEC 28- JAN 10, 2024																								
	JAN 11 - JAN 24																								
	JAN 25 - FEB 7																								
	FEB 8 - FEB 21																								
S = (Sick Leave)	FEB 22 - MAR 6																								
H = (Holiday) M = (Military Leave) P = (Personal Leave) SPEC = (Special)	MAR 7 - MAR 20																								
	MAR 21 - APR 3																								
	APR 4 - APR 17																								
	APR 18 - MAY 1																								
	MAY 2 - MAY 15																								
	MAY 16 - MAY 29																								
C = (Compensatory) LWOP = (Leave Without Pay) W = (Workers' Comp)	MAY 30 - JUN 12																								
	JUN 13 - JUN 26																								
	JUN 27 - JUL 10																								
	JUL 11 - JUL 24																								
	JUL 25 - AUG 7																								
	AUG 8 - AUG 21																								
	AUG 22 - SEP 4																								
	SEP 5 - SEP 18																								
	SEP 19 - OCT 2																								
	OCT 3 - OCT 16																								
	OCT 17 - OCT 30																								
	OCT 31 - NOV 13																								
	NOV 14 - NOV 27																								
	NOV 28 - DEC 11																								
	DEC 12 - DEC 25																								
	DEC 26 - JAN 8, 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.