



2024 LEAVE RECORD for New York State INSTITUTIONAL 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	SICK LEAVE	PERSONAL LEAVE
Balance from last record: <input style="width: 80%;" type="text"/>	Balance from last record: <input style="width: 80%;" type="text"/>	Balance from last record: <input style="width: 80%;" type="text"/>

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)

	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE									
	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance																		
DEC 28- JAN 10, 2024																														
JAN 11 - JAN 24																														
JAN 25 - FEB 7																														
FEB 8 - FEB 21																														
FEB 22 - MAR 6																														
MAR 7 - MAR 20																														
MAR 21 - APR 3																														
APR 4 - APR 17																														
APR 18 - MAY 1																														
MAY 2 - MAY 15																														
MAY 16 - MAY 29																														
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.