



# 2025 LEAVE RECORD for New York State ADMINISTRATIVE 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>	<b>SICK LEAVE</b>	<b>PERSONAL LEAVE</b>
Balance from last record:	Balance from last record:	Balance from last record:
<input style="width: 100%; border: none;" type="text"/>	<input style="width: 100%; border: none;" type="text"/>	<input style="width: 100%; border: none;" 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)

	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 19 - JAN 1, 2025																							
JAN 2 - JAN 15																							
JAN 16 - JAN 29																							
JAN 30 - FEB 12																							
FEB 13 - FEB 26																							
FEB 27 - MAR 12																							
MAR 13 - MAR 26																							
MAR 27 - APR 9																							
APR 10 - APR 23																							
APR 24 - MAY 7																							
MAY 8 - MAY 21																							
MAY 22 - JUN 4																							
JUN 5 - JUN 18																							
JUN 19 - JUL 2																							
JUL 3 - JUL 16																							
JUL 17 - JUL 30																							
JUL 31 - AUG 13																							
AUG 14 - AUG 27																							
AUG 28 - SEP 10																							
SEP 11 - SEP 24																							
SEP 25 - OCT 8																							
OCT 9 - OCT 22																							
OCT 23 - NOV 5																							
NOV 6 - NOV 19																							
NOV 20 - DEC 3																							
DEC 4 - DEC 17																							
DEC 18 - DEC 31																							

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.