

2025 LEAVE RECORD for New York State ADMINISTRATIVE PAYROLL EMPLOYEES

Your leave benefits were negotiated for you by CSEA — your union!

	PAY PERIOD	If y															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) S = (Sick Leave) H = (Holiday) M = (Military Leave) P = (Personal Leave) SPEC = (Special) C = (Compensatory) LWOP = (Leave Without Pay) W = (Workers' Comp)	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.