

2025 LEAVE RECORD for New York State COURT PAYROLL EMPLOYEES

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

	PAY PERIOD															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 = (MilitaryLeave) P = (PersonalLeave) SPEC = (Special)	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																							
C = (Compensatory)	MAY 22 - JUN 4																							
	JUN 5 - JUN 18																							
LWOP = (Leave Without Pay)	JUN 19 - JUL 2																							
W = (Workers' Comp)	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.