

2025 LEAVE RECORD for New York State COURT 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 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
record leave sed, enter	DEC 19 - JAN 1, 2025																						
ese letters for	JAN 2 - JAN 15																						
ne appropriate ate:	JAN 16 - JAN 29																						
= (Vacation)	JAN 30 - FEB 12																						
= (Sick Leave)	FEB 13 - FEB 26																						
= (Holiday)	FEB 27 - MAR 12																						
avel	MAR 13 - MAR 26																						J
	MAR 27 - APR 9																						
	APR 10 - APR 23																						
	APR 24 - MAY 7																						
	MAY 8 - MAY 21																						
=	MAY 22 - JUN 4																						
Compensatory)	JUN 5 - JUN 18																						
WOP = (Leave lithout Pay)	JUN 19 - JUL 2																						
= (Workers'	JUL 3 - JUL 16																						
omp)	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.