



2025 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
Balance from last record:

SICK LEAVE
Balance from last record:

PERSONAL LEAVE
Balance from last record:

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)*

								ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE		
	THU	FRI	SAT	SUN	MON	TUE	WED	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
DEC 26 - JAN 8, 2025																
JAN 9 - JAN 22																
JAN 23 - FEB 5																
FEB 6 - FEB 19																
FEB 20 - MAR 5																
MAR 6 - MAR 19																
MAR 20 - APR 2																
APR 3 - APR 16																
APR 17 - APR 30																
MAY 1 - MAY 14																
MAY 15 - MAY 28																
MAY 29 - JUN 11																
JUN 12 - JUN 25																
JUN 26 - JUL 9																
JUL 10 - JUL 23																
JUL 24 - AUG 6																
AUG 7 - AUG 20																
AUG 21 - SEP 3																
SEP 4 - SEP 17																
SEP 18 - OCT 1																
OCT 2 - OCT 15																
OCT 16 - OCT 29																
OCT 30 - NOV 12																
NOV 13 - NOV 26																
NOV 27 - DEC 10																
DEC 11 - DEC 24																
DEC 25 - JAN 7, 2026																

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.