

2025 LEAVE RECORD for EMPLOYEES OF LOCAL GOVERNMENTS and OTHER CSEA-REPRESENTED 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.														ANN Balance	ANNUAL LEAVE Balance from last record:			SICK LEAVE Balance from last record:			PERSONAL LEAVE Balance from last record:		
	\checkmark	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance	
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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.