

**2026 LEAVE RECORD for New York State  
ADMINISTRATIVE 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.

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)

PAY PERIOD	2026 LEAVE RECORD														ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE		
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
JAN 1 - JAN 14																							
JAN 15 - JAN 28																							
JAN 29 - FEB 11																							
FEB 12 - FEB 25																							
FEB 26 - MAR 11																							
MAR 12 - MAR 26																							
MAR 27 - APR 8																							
APR 9 - APR 22																							
APR 23 - MAY 6																							
MAy 7 - MAY 20																							
MAY 21 - JUN 3																							
JUN 4 - JUN 17																							
JUN 18 - JUL 1																							
JUL 2 - JUL 15																							
JUL 16 - JUL 29																							
JUL 30 - AUG 12																							
AUG 13 - AUG 26																							
AUG 27 - SEP 9																							
SEP 10 - SEP 23																							
SEP 24 - OCT 7																							
OCT 8 - OCT 21																							
OCT 22 - NOV 4																							
NOV 5 - NOV 18																							
NOV 19 - DEC 2																							
DEC 3 - DEC 16																							
DEC 17 - DEC 30																							
DEC31 - JAN 13, 2027																							

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.