

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

**PAY
PERIOD**

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)

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:

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SICK LEAVE

Balance from last record:

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PERSONAL LEAVE

Balance from last record:

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