



2026 LEAVE RECORD for EMPLOYEES OF LOCAL GOVERNMENTS and OTHER CSEA-REPRESENTED EMPLOYEES

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)

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.