



PAY  
PERIOD

Balance from last record:

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.