



2019 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.

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| ANNUAL LEAVE Balance from last record: | SICK LEAVE Balance from last record: | PERSONAL LEAVE Balance from last record: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 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 = (Worker's Comp)

| PAY PERIOD | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | ANNUAL LEAVE | | | SICK LEAVE | | | PERSONAL LEAVE | | | | |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|------|---------|------------|------|---------|----------------|------|---------|--|--|
| | | | | | | | | | | | | | | | Earned | Used | Balance | Earned | Used | Balance | Earned | Used | Balance | | |
| DEC 27 - JAN 9 | | | | | | | | | | | | | | | | | | | | | | | | | |
| JAN 10 - JAN 23 | | | | | | | | | | | | | | | | | | | | | | | | | |
| JAN 24 - FEB 6 | | | | | | | | | | | | | | | | | | | | | | | | | |
| FEB 7 - FEB 20 | | | | | | | | | | | | | | | | | | | | | | | | | |
| FEB 21 - MAR 6 | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAR 7 - MAR 20 | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAR 21 - APR 3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| APR 4 - APR 17 | | | | | | | | | | | | | | | | | | | | | | | | | |
| APR 18 - MAY 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAY 2 - MAY 15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAY 16 - MAY 29 | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAY 30 - JUN 12 | | | | | | | | | | | | | | | | | | | | | | | | | |
| JUN 13 - JUN 26 | | | | | | | | | | | | | | | | | | | | | | | | | |
| JUN 27 - JUL 10 | | | | | | | | | | | | | | | | | | | | | | | | | |
| JUL 11 - JUL 24 | | | | | | | | | | | | | | | | | | | | | | | | | |
| JUL 25 - AUG 7 | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUG 8 - AUG 21 | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUG 22 - SEP 4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| SEP 5 - SEP 18 | | | | | | | | | | | | | | | | | | | | | | | | | |
| SEP 19 - OCT 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCT 3 - OCT 16 | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCT 17 - OCT 30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCT 31 - NOV 13 | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOV 14 - NOV 27 | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOV 28 - DEC 11 | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEC 12 - DEC 25 | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEC 26 - JAN 8, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | |

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.