



2019 LEAVE RECORD for New York State COURT 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.

ANNUAL LEAVE	SICK LEAVE	PERSONAL LEAVE
Balance from last record:	Balance from last record:	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)

	2019							2020							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		
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.