



2019 LEAVE RECORD for New York State INSTITUTIONAL 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:

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 20 - JAN 2																									
JAN 3 - JAN 16																									
JAN 17 - JAN 30																									
JAN 31 - FEB 13																									
FEB 14 - FEB 27																									
FEB 28 - MAR 13																									
MAR 14 - MAR 27																									
MAR 28 - APR 10																									
APR 11 - APR 24																									
APR 25 - MAY 8																									
MAY 9 - MAY 22																									
MAY 23 - JUN 5																									
JUN 6 - JUN 19																									
JUN 20 - JUL 3																									
JUL 4 - JUL 17																									
JUL 18 - JUL 31																									
AUG 1 - AUG 14																									
AUG 15 - AUG 28																									
AUG 29 - SEP 11																									
SEP 12 - SEP 25																									
SEP 26 - OCT 9																									
OCT 10 - OCT 23																									
OCT 24 - NOV 6																									
NOV 7 - NOV 20																									
NOV 21 - DEC 4																									
DEC 5 - DEC 18																									
DEC 19 - JAN 1, 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.