

LEAVE CODES

Leave	Code	Explanation
Annual	A	Annual
Annual FMLA	AF	Employee uses if they are on FMLA using Annual
Annual Sick Exhausted	AS	Employee uses if they are out of sick leave, using annual leave due to being sick. (This charges annual not sick bucket)
Comp	C	
Comp FMLA	CF	Employee uses if they are on FMLA using Comp
D1	D1	Shift differential pays at \$.30/hr
D2	D2	Shift Differential pays at \$.60/hr
D3	D3	Shift Differential pays at \$.90/hr
D4	D4	Shift Differential pays at \$.45/hr
D5	D5	Shift Differential pays at \$.75/hr
D6	D6	Shift Differential pays at \$1.20/hr
D7	D7	Shift Differential pays at \$1.80/hr
D8	D8	On-Call
D9	D9	PS outside Employment
D91	D91	Overtime Direct Entry 1.50
LWOP-No Benfts	N	Employee does not get paid for hours
LWOP-Military	NA	Employee is on Military leave not getting paid
LWOP-FMLA	NF	Employee is on FMLA not getting paid
LWOP-Medical	NM	Employee does not qualify for FMLA but is not getting paid due to a medical issue
Other-Admin	OA	Administrative leave, can be an award, or an HR issue
Other-Disaster	OD	Used when employee participates in Disaster relief for Red Cross
Other-Emergency	OE	Bereavement Leave
Other-Public Safety	OI	Public Safety Uses/Public Safety Workers comp code
Other-Jury	OJ	Employee serves on a Jury
Other-Military	OM	Military leave-Paid
Other-Organ Donor	OO	Employee is an Organ Donor
Other-Protected	OP	Employee is on leave due to an HR issue
Other-Reward	OR	Leave given as a reward
Other-Student	OS	Leave given in lieu of educational assistance
Sick	S	Sick leave
Sick Dependent	SD	Sick leave for a child/spouse
Sick-FMLA	SF	Employee is on FMLA using Sick leave
Sick Industrial	SI	Employee is on Worker's Comp using Sick
Converted Sick	V	Converted sick leave
Converted Sick FMLA	VF	Employee is on FMLA using converted sick
WORK	WORK	WORK
Excess	X	Excess
Excess FMLA	XF	Employee is on FMLA using Excess
LWOP-Industrial	YI	Employee is on Worker's comp not getting paid

Leave Codes