

ATTENDANCE CODES

SICK CODES:

BL – Baby leave (birth, adoption, or taking custody of a child)

F – Funeral (not immediate family)

FF – Family funeral

S – Sick (normal sick time for employee)

SF – Sick family (used for family member illness)

SP – Medical appointment

VACATION CODE:

V – Vacation (normal vacation time)

PERSONAL LEAVE CODE:

PL – Personal leave (normal PL time)

HOLIDAY CODES:

H- Holiday (normal holiday time(on a holiday)employee doesn't work)

HU- Holiday used (must have available earned holiday time)

HWC – Non-premium holiday worked- ACCRUE HOLIDAY TIME

HWP – Non-premium holiday worked – EMPLOYEE IS PAID FOR HOLIDAY TIME

HXC – Accrue holiday on a pass day

HXP – Get paid for holiday on a pass day (P-1 and NP-6 union contract)

PWC – Premium holiday worked – ACCRUE HOLIDAY TIME

PWP – Premium holiday worked – PAID FOR HOLIDAY TIME (1.5x)

ATTENDANCE CODES

REGULAR ATTENDANCE CODES:

CM – Career mobility (training considered the same as being at work-1199 union)

R – Regular (at work)

UBP– Union business (paid)

WT – In Service Training

OVERTIME CODE:

O – Overtime (standard overtime code)

CB – Call-back

ON- CALL CODES: (ALSO REFERRED TO AS STAND-BY)

OC – On Call

OCP – On call on a premium holiday

COMPENSATORY TIME CODES: (overtime exempt)

CE – Comp time earned

CU – Comp time used (must have available earned comp time)

PAID LEAVE TIME CODES:

AL – Administrative leave

AP – Agency picnic/party (use for Maintenance union picnic)

C – Conference/convention

HC – Heat/Cold Shutdown

ATTENDANCE CODES

PAID LEAVE TIME CODES - continued

JD – Jury duty

ML – Military leave (use only with active duty orders)

WW – Weather closing (governor's directive)

WX – State exam/interview

UNPAID LEAVE CODES:

FD – Furlough day

LM – Maternity

LP – Unpaid personal leave (used when PL, V, Holiday and comp time is exhausted)

LS – Unpaid sick leave

LT – Leave tardy

LU – Unauthorized leave without pay

MLW – Military leave without pay

SU – Suspension

VL – Voluntary leave (Schedule Reduction)

FAMILY LEAVE CODES WILL BE PROVIDED BY PAYROLL WHEN
NECESSARY (family leave must be approved by the Personnel Department)