

Human Resources Management System

Supervisor - Leave of Absence and General Time Reporting Codes

Absence Codes	Description	Explanation of Leave
Sick Leave Codes		
S (<i>SCK</i>)	Sick Leave/Employee	Hours for Employee illness.
SF (<i>SCF</i>)	Sick Leave Family	Hours for Family member illness.
Personal Leave Code		
P (<i>SCP</i>)	Sick Leave Personal Use	Hours for Personal leave.
Vacation Leave Code		
V (<i>VAC</i>)	Vacation Leave Used	Hours for Vacation Leave.
Banked Vacation Code		
G (<i>VBL</i>)	Vacation Bank Leave Used	Hours for Vacation Leave using Banked Vacation hours.
Bereavement Leave Code		
B (<i>BRV</i>)	Bereavement Leave Used	Hours for the Death of an approved family member.
B (<i>BRT</i>)	Sick Leave/Bereavement Travel	Hours for the travel time associated with the death of an approved family member.
Catastrophic Leave Codes		
C (<i>CIT</i>)	Catastrophic Leave Used	Hours for the imminent death of a family member.
C (<i>CTA</i>)	Sick Leave/Catastrophic Travel	Hours for the travel time associated with the imminent death of a family member.
FMLA Leave Codes		
L (<i>FMS</i>)	FMLA Sick Used	Hours for FMLA Leave using Sick hours. (Used during Intermittent Leave too.)
L (<i>FMV</i>)	FMLA Vacation Used	Hours for FMLA Leave using Vacation hours. (Used during Intermittent Leave too.)
L (<i>FMB</i>)	FMLA Banked Vacation Used	Hours for FMLA Leave using Banked Vacation hours. (Used during Intermittent Leave too.)
L (<i>FWP</i>)	FMLA Leave Without Pay	Amounts or hours used on Unpaid FMLA Leave. (Used during Intermittent Leave too.)
Unpaid Leave Codes		
L (<i>FWP</i>)	FMLA Leave Without Pay	Amounts or hours used on Unpaid FMLA Leave.
L (<i>LWP</i>)	Leave Without Pay	Amounts or hours used on Unpaid Leave.
Medical Leave Codes		
L (<i>MSK</i>)	Sick Leave Medical LOA	Hours for Medical Leave using Sick hours.
L (<i>MVC</i>)	Vacation Medical LOA	Hours for Medical Leave using Vacation hours.
L (<i>MBK</i>)	Vac Bnk Medical LOA	Hours for Medical Leave using Banked Vacation hours.
Industrial Leave Codes		
I (<i>IND</i>)	Industrial (30 Days Paid)	Hours for Worker's Comp illness or injury. (Used when out for block of time only. Medical follow up appointments use ISC.)
I (<i>ISC</i>)	Industrial Appointments	Hours for follow up appointments due to a Worker's Comp injury or illness.
Jury Duty Code		
J (<i>JUR</i>)	Jury Duty	Hours for Jury Duty.
Military Leave Code		
L (<i>MIL</i>)	Paid Military Leave	Hours for paid Military Leave.

Utilize the above codes to report employee leave time accurately.

Enter the time for leaves of absence in advance if possible.

The leaves department will provide you with the correct codes when your employee applies for a leave of absence.

When the employee goes into an unpaid status, enter the total number of daily accountable hours for the employee.

Human Resources Management System

Employee - Leave of Absence and General Time Reporting Codes

Absence Codes	Description	Explanation of Leave
Sick Leave Codes		
S (<i>SCK</i>)	Sick Leave/Employee	Hours for Employee illness.
SF (<i>SCF</i>)	Sick Leave Family	Hours for Family member illness.
Personal Leave Code		
P (<i>SCP</i>)	Sick Leave Personal Use	Hours for Personal leave.
Vacation Leave Code		
V (<i>VAC</i>)	Vacation Leave Used	Hours for Vacation Leave.
Banked Vacation Code		
G (<i>VBL</i>)	Vacation Bank Leave Used	Hours for Vacation Leave using Banked Vacation hours.
Bereavement Leave Code		
B (<i>BRV</i>)	Bereavement Leave Used	Hours for the Death of an approved family member.
B (<i>BRT</i>)	Sick Leave/Bereavement Trvl	Hours for the travel time associated with the death of an approved family member.
Catastrophic Leave Codes		
C (<i>CTT</i>)	Catastrophic leave Used	Hours for the imminent death of a family member.
C (<i>CTA</i>)	Sick Leave/Catastrophic Trvl	Hours for the travel time associated with the imminent death of a family member.
FMLA Leave Codes		
L (<i>FMS</i>)	FMLA Sick Used	Hours for FMLA Leave using Sick hours. (Used during Intermittent Leave too.)
L (<i>FMV</i>)	FMLA Vacation Used	Hours for FMLA Leave using Vacation hours. (Used during Intermittent Leave too.)
L (<i>FMB</i>)	FMLA Banked Vacation Used	Hours for FMLA Leave using Banked Vacation hours. (Used during Intermittent Leave too.)
L (<i>FWP</i>)	FMLA Leave Without Pay	Amounts or hours used on Unpaid FMLA Leave. (Used during Intermittent Leave too.)
Industrial Leave Codes		
I (<i>ISC</i>)	Industrial Appointments	Hours for follow up appointments due to a Worker's Comp injury or illness.
Jury Duty Code		
J (<i>JUR</i>)	Jury Duty	Hours for Jury Duty.

Human Resources Support

Questions? Call the Leaves of Absence Hotline at 480-731-8448.

Web Resource Support

http://www.maricopa.edu/hrweb/benefits/leaves_of_absence.htm

Leaves of Absence Training Support

Legal Issues: Family Medical Leave/Leaves of Absence Online Workshop

<http://www.maricopa.edu/learn/>

FMLA/Leaves of Absence Case Study Resources

http://www.maricopa.edu/hrweb/benefits/leaves_of_absence.htm