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Memorandum

To: All Central Office Staff

From: Amy M. Rodak, Director, Bureau of Central Office Personnel Services

Subject: Time and Attendance Rules

Date: December 1, 2021

The purpose of this memorandum is to remind employees and supervisors of the Time and Attendance Rules. As State employees, it is incumbent upon us to maintain the highest standards of honesty, accountability and integrity. Accordingly, the Office of Mental Health (OMH) expects all employees to be in strict compliance with the governing Time and Attendance Rules prescribed by the NYS Department of Civil Service. However, within the Rules, there is some flexibility that may offer additional options to meet both the needs of the Agency and the employee.

The following is a summary of those topics that generate the greatest number of questions and will also serve as a refresher of the Time and Attendance Rules to be followed by all OMH Central Office employees. Where flexibility exists, we have included that information under the Time and Attendance Rules identified below. We have also included information related to OMH Telecommuting Program. Please refer to the OMH Telecommuting Program for the details of participation.

Pay Week and Workday

Our payroll/time and attendance week begins on Thursday and ends on Wednesday. Full time employees generally work five days per week, 7 ½ hours per day, for a 37 ½ hour pay week (with the exception of the Cook Chill Production Center, Revitalization Teams and the Utica Print Shop, where employees work 8 hours per day, for a 40 hour pay week). The standard hours at OMH Central Office are 8:30 a.m. to 4:30 p.m. with a 30-minute lunch period. However, some employees are assigned earlier, or later hours based on operating needs.

Flexibilities:

- Individual work units may modify their schedules to address the operational needs of the Agency, provided that employees continue to work 7 ½ hours per day, and there is supervision furnished by the unit manager or designee. Regular work schedules that require an employee to start work before 7:00 a.m. (e.g., 6:30 a.m. to 2:30 p.m.) or to work later than 6:00 p.m. (e.g., 10:30 a.m. to 6:30 p.m.) require approval by the Supervisor, Division / Office / Center Director, and the Director of Personnel. (Please note: the change in regular work hours is currently approved through 12/31/22, it may be changed back to 7:30 – 5:30 after this date) A “Request to Work Outside of Normal Business Hours” form can be found on the shared drive under forms.

- Voluntary Reduction in Work Schedule (VRWS) – is a negotiated program that allows employees to exchange a percentage of income for an equivalent percentage of time off. Participating employees may reduce their schedule/income in five percent increments up to 30%. VRWS agreements may be from one to thirteen pay periods in duration. All VRWS agreements expire at the end of each fiscal year. The availability of VRWS is based upon the operating needs of each unit and requires approval by the Supervisor, Division / Office / Center Director and the Director of Personnel.
- Part-time Employment – Certain employees have been appointed to items specifically designated as part-time and work less than 37 ½ hours per week. In some cases, two or more employees may work part-time and be paid out of the same full-time item on a shared basis. Employees who change from a full-time schedule to a part-time schedule relinquish their right to return to full-time status. (This should not be confused with the VRWS program. Under the VRWS program, employees retain the right to return to a full-time schedule upon expiration of the VRWS agreement.) The availability of part-time employment is based upon the operating needs of each unit and requires approval by the Supervisor, Division / Office / Center Director and the Director of Personnel.
- Individualized Work Schedules – Under special circumstances, the Agency may approve a work schedule that deviates from the normal work schedule for a single employee, on a temporary basis, to accommodate employee needs. Each case will be reviewed on its own merits and must also meet Agency operating needs. The availability of Individualized Work Schedules is based upon the operating needs of each unit and requires approval by the Supervisor, Division / Office / Center Director and the Director of Personnel. Approval of the supervisor and Division/ Office/ Center Director only is needed through 12/31/22 at which time the rules will be reassessed.
- Compressed Work Week - OMH supports compressed work schedules where it is reasonable to do so based on the compressed schedule meeting OMH's operational needs. Employees are eligible to apply for a compressed work schedule, where it meets OMH operating needs, and if the employee has satisfactory performance. Employees may be eligible to participate to complete the required 75 hours per pay period, in no less than eight days, instead of ten days in the office. If an employee is approved to participate in a telecommuting work schedule a compressed work schedule can be approved if the employee has 3 days per week/ 6 days a pay period in office presence. Compressed work weeks are subject to the following limitations:

Employees grades M-3/G-29 and above are not eligible.

Employees grades M-2/G-27 and M-1/G-25 are eligible for 9 out of 10 format.

Employees grade 23 and below can apply for 4 out of 5 or 9 out of 10 format.

Lunch

Employees working more than six consecutive hours **must** take a lunch break whether in office or at alternate work site. Lunch periods are typically 30 minutes.

Flexibility:

- Employees may choose to take a one-hour lunch break by adjusting their arrival and departure times accordingly. For example, an employee who chooses to take one hour for lunch would arrive at 8:30 a.m. and leave at 5:00 p.m., subject to supervisory approval. This would become the employee's new work schedule for all workdays.

Breaks

Employees are permitted to take a 15-minute break in the morning and in the afternoon, if the workload of the office permits. Breaks that are not taken are forfeited and may not be used or accumulated to cover late arrivals, early departures, **or to extend the lunch period.**

Work Schedule Adjustments

Overtime Eligible Employees

Overtime must be directed and approved by an employee's Supervisor, Division / Office / Center Director, and by OMH's CFO, Emil Slane. Employees cannot decide to work overtime without being directed to do so, even if the overtime compensation is limited to compensatory time and does not result in overtime payment.

Overtime eligible employees (generally those allocated to G-22 and below) receive compensatory time off for time worked between 37 ½ and 40 hours per week. Overtime eligible employees are paid at time and one-half for all hours worked above 40 hours per week (overtime eligible employees may elect to earn compensatory time off at the rate of time and one-half, please refer to the Over40 Comp Time II Program). Supervisors must ensure that if they direct an overtime eligible employee to work overtime, the employee is compensated for that time.

Flexibility:

- Occasionally, supervisors may be able to offer overtime eligible employees the option of a work schedule adjustment, in lieu of payment. Overtime eligible employees must complete work schedule adjustments **within the pay week (Thursday through Wednesday)**, as they must be compensated for any hours worked beyond 40 in a pay week. While work schedule adjustments are an alternative, when operating needs permit, and the employee is in agreement, employees cannot be mandated to accept

such an adjustment to avoid the payment of overtime. If the employee and supervisor are not able to schedule a work schedule adjustment within the pay week in which the extra hours were worked, the employee must accrue compensatory time for hours worked between 37 ½ and 40 and must receive payment for hours worked beyond 40. Work schedule adjustments must be reflected on the employee's time sheet.

Overtime Ineligible Employees

Overtime ineligible employees (generally those allocated to G-23 and above) are required to work the basic pay week and any additional hours required to perform their job duties. Overtime ineligible employees are not entitled to overtime pay, or compensatory time.

Flexibility:

- If the operational requirements of the work unit permit, supervisors may approve a work schedule adjustment for a portion of the extra hours worked. If a work schedule adjustment is approved, it must be completed within the same **two-week payroll period in which the extra hours were worked**. Please keep in mind that while work schedule adjustments are an alternative when operating needs permit, they are not an entitlement, should be occasional, should not be granted hour for hour, and must be reflected on the employee's time sheet. Work schedule adjustments should not occur so frequently that the employee is essentially working flex time, as OMH does not have flex hours. If the employee and supervisor are not able to schedule a work schedule adjustment within the pay period in which the extra hours were worked, the employee cannot receive another form of compensation for the extra hours worked or carry the hours forward for use in the next payroll period.

Flexitime

OMH does not have flex hours. Employees are expected to have a set work schedule and to report to work on time each day they are scheduled to work. The employee's set schedule while telecommuting is included on their workplan. If an employee is late for work, the employee must charge leave accruals. This means that if an employee's normal work schedule is 9:00 a.m. until 5:00 p.m., and the employee reports to work at 9:15 a.m., the employee must charge .25 hours to leave accruals.

Flexibility:

- If there are extenuating circumstances beyond an employee's control, the supervisor may choose to make an adjustment to the employee's schedule (i.e., allow the employee to stay late to make up the time rather than charge time); however, this type of adjustment should be a rare occurrence and must be reflected on the employee's timesheet. Such adjustments should not occur so frequently that the employee is essentially working flex time. If there are changes to the schedule while telecommuting, it must be noted on the work plan and approved in advance.

Use of Accruals

The use of vacation leave, personal leave, holiday leave, compensatory time, and other miscellaneous accruals is based on the Agency's operating needs and requires prior supervisory approval. Employees and supervisors should work together in a cooperative process that facilitates employees' ability to take off the days they would like, while understanding that operational needs take precedence. Employees should be conscious of forfeiture dates for accruals (e.g., annual vacation leave caps, and expiration of floating holidays) and work with their supervisor to schedule time off throughout the year to avoid forfeiture. If operating needs do not permit, supervisors do not have to approve the use of accruals simply because the employee wants to avoid forfeiture. Agreements with CSEA and PEF this year, allowed eligible employees to carry vacation credits in excess of the 40-day maximum that would otherwise be forfeited on April 1, 2021 until December 31, 2022. The maximum annual leave for Management/ Confidential employees is also December 31, 2022.

Similarly, where an employee is separating from State service (i.e. retirement or resignation) an employee may be compensated for unused vacation leave, not to exceed 30 days, and will not be permitted to use accruals below the 30-day threshold.

Sick leave is a benefit available to employees to protect them from loss of income in the event of personal illness, visits to the physician, dentist, or other health care practitioner, and illness or death in the family. The use of sick leave is restricted to these purposes. It is not, and may not, be used as additional vacation or personal leave or to reach a retirement date.

While the use of sick leave accruals does not always require prior supervisor approval (e.g., an unexpected personal or family illness), if the employee does not produce sufficient documentation when required, or if it is reasonably determined that the use of sick leave accruals is unjustified for a particular absence, the use of sick leave accruals can be denied.

Medical documentation is required for absences of five or more consecutive working days due to personal or family illness, even if the employee has accruals to cover the absence.¹ Satisfactory medical documentation should include:

- a brief statement of the nature of the illness,
- a statement confirming that the employee is unable to perform the duties of the position due to illness,
- the dates of disability,
- a prognosis, and
- an anticipated date when the employee will be cleared to return to work.

This information must be provided on a health care provider's stationary or letterhead or on the Request for Medical Documentation form provided by Personnel. The medical documentation must be reviewed and approved by Central Office Personnel before an employee is permitted to return to work. Employees are not authorized to return to work prior to having satisfactory medical documentation reviewed and approved by Central Office Personnel.

While an employee is on extended medical leave, he or she must present medical documentation every four weeks. When an employee receives their doctor's approval to return to work after an extended medical leave, the employee should notify Central Office Personnel at least two days in advance of the date of return and provide satisfactory medical documentation that indicates the date when the employee is able to return to work and note if there are any restrictions or limitations. The medical documentation should indicate the employee is cleared to perform the full duties of their position prior to the employee returning to work. If there are restrictions or limitations noted on the medical documentation, and the employee believes that they would be able to perform the essential

¹ If the employee chooses to provide the medical documentation to their supervisor, the supervisor should immediately forward the documentation to Personnel in a confidential sealed envelope. If the employee chooses, they may submit the medical documentation directly to Personnel. Personnel staff will confirm with the supervisor that satisfactory medical documentation has been received but will not disclose the nature of the illness. Employees may have documentation faxed directly to Personnel at (518) 486-3897 or mailed to us at Bureau of Central Office Personnel Services, 7th Floor, 44 Holland Avenue, Albany, NY 12229.

duties of their position with a reasonable accommodation^[1], they should contact the Central Office Designee for Reasonable Accommodation and complete an [application](#) requesting such an accommodation or for further information concerning the Americans with Disabilities Act. However, the employee must be medically cleared to resume the essential functions of their position (with or without a Reasonable Accommodation) **before returning to work**. Employees will also be required to provide additional medical documentation when they are cleared to return to work full duty without restrictions. In some cases, additional medical documentation and/or a Department of Civil Service Employee Health Services (EHS) medical exam may be required before the employee is permitted to return to work.

Supervisors are responsible for tracking time and attendance and must ensure that Central Office Personnel is notified when an employee is absent for five days or more or may potentially be absent on an extended basis. Supervisors must ensure that Central Office Personnel is notified if they become aware that an employee is returning to work from a medical leave.

Absences during the Probationary Period

The probationary period is the final step in the selection process. When an employee is absent, the supervisor does not have the opportunity to fully observe and evaluate the employee's work performance, and the employee is not present to participate in the assigned activities of the work unit, skills development and training. We recognize that absences occur for a variety of reasons and are often pre-approved (e.g. vacation leave) and necessary. However, when they exceed the established parameters, the probationary period may be extended to provide the full opportunity for evaluation. The total number of absences will be calculated and reflected on each Probationary Period Evaluation Report Form or Traineeship Evaluation Report Form. The inability to observe a probationary employee that has been permitted to telecommute, is not considered an absence and probation cannot be extended on the basis of telecommuting.

^[1] Additional medical documentation may be required through the Reasonable Accommodation process.

Consistent with Civil Service Rules, the absences will not be considered as time served to complete the probation and shall be added to the probationary term where the total number of absences are in excess of:

- 10 workdays if the maximum probationary term is 26 weeks or less;
- 20 workdays if the maximum term exceeds 26 weeks;
- 20 workdays per year (multiplied by the number of years) for a traineeship.

However, the rules provide discretion to employer in determining when probation is satisfactorily completed. Where probationary employees exceed these thresholds, Central Office Personnel Services will be engaging in a discussion with the employee's supervisor about the employee's observed work performance, in light of their total number of absences, prior to the final probationary report and if the probation period should be extended. The final discretion on probation extension and early completion before the extended maximum rests with the Director, Central Office Personnel Services.

Time Sheets

An accurate record of attendance must be maintained by all employees. Records for all employees, except overtime ineligible M/C² employees, must show the time an employee actually starts work³, times of departure for and return from lunch, and departure at the end of the workday. Any other departure or return (e.g., an afternoon doctor appointment) must be recorded as well. To ensure that employees record accurate information on their time sheet, it is suggested that employees enter their arrival and departures each day. When employees submit their time and attendance record in the Leave and Accrual Tracking System (LATS), they must certify the accuracy of the information.

² M/C overtime ineligible employees (normally G-23 and above) record "Present" or "Absent" in their LATS time records.

³ Employees should not enter a time earlier than their regularly scheduled start time unless they have been directed by their supervisor to begin working early. For example, an overtime eligible employee who works an 8:00 a.m. until 4:00 p.m. schedule, but who arrives at work at 7:45 because that is when their ride drops them off, should not begin working until 8:00 a.m.

This includes ensuring that any miscellaneous leave codes that is used to account for time is appropriate.⁴ (see Appendix 1) Employees must submit timesheets on time while telecommuting, as it serves as an assurance of time worked from the alternate work location.

Supervisor Responsibilities

Supervisors are responsible for ensuring their subordinates' timesheets are accurate and complete. By approving the timesheets in LATS supervisors are attesting to the content of the record. Supervisors should also take note if the timesheet is consistent with the telecommuting employee's work plans. Consistent with mandated training on cyber security, supervisors and employees may not share their user id and password with anyone else. Supervisors must ensure that absences are charged to the appropriate accruals and that the correct miscellaneous leave codes are used. If the supervisor is unsure if a leave code is accurate they should contact [OMH Central Office](#) prior to approving any record of time and attendance. LATS allows for alternate supervisors to approve timesheets in the event that a primary supervisor is unavailable (e.g., vacation, extended leave, etc.). The alternate supervisor has the same responsibility as the primary supervisor when approving timesheets. Therefore, your office may consider establishing protocols for the review and approval process, using such tools as a shared calendar to record absences.

Submission and Approval Deadlines

Employees should complete their time sheets no later than the Friday following the close of the bi-weekly pay period. Time and accrual records must be approved by the supervisor in LATS no later than the Monday following the close of the bi-weekly pay period. Supervisors should not delay in the review of timesheets. If the supervisor is expected to be out, the alternate supervisor has the responsibility of reviewing and approving the timesheets. If employees have not submitted a timesheet by the Friday following the close of the bi-weekly pay period, the supervisor must follow up with the employee. A telecommuting employee's failure to submit timesheets risks the continuation of their telecommuting privileges. If there is a reason the employee is out, the supervisor must ensure Central Office Personnel has been notified so that steps can be taken for the timesheet to be

⁴ See Attachment 1, BSC Miscellaneous Leave Codes for LATS-NY

completed. Employees and supervisors are reminded that they can access [LATS](#) from any device that has internet access. This is important to remember for individuals who travel or who will be out of the office. Employees who are scheduled to be out of the office on leave (e.g., vacation) may complete their time and accrual record in advance when charging accruals.

Summary of Responsibilities

When employees submit their time sheets, they are verifying that their record of attendance and use of accruals is complete and accurate. This responsibility is even more critical while telecommuting. Falsifying the time and accrual record is considered misconduct and is sufficient cause for disciplinary action. In approving the time sheet, supervisors attest that the employee has worked the required hours and has charged leave credits appropriately (including the time the employee may have reported late for work and/or taken more than the allotted time for lunch). Supervisors should be aware that they will be held accountable for the accuracy of the time sheets they approve. This includes employees working remotely from an alternate work location.

Questions concerning the information in the memorandum can be directed to your personnel liaison in the Bureau of Central Office Personnel Services at (518) 474-2413.

Questions relating to the accounting of time and attendance in LATS should be directed to: [OMH Central Office](#)

Technical difficulties with LATS such as, error messages in submitting the timesheet should be directed to the [Business Services Center](#).

Appendix 1

The codes below are open for employees to see in LATS NY. Certain codes are only available for specific bargaining units and only employees in those bargaining units will be able to see these codes. Other codes are only available for the employee to see if they have a balance related to that category (i.e. Over40 Comp I) or have FMLA eligibility.

Misc Code Number	Misc Code Name	Misc Code Description
1100	Authorized Lost Time	Leave without pay when absent for less than a full pay period with supervisory approval.
1101	AWOL - Unauthorized Lost Time	Leave without pay when absent in excess of authorized leave credits without supervisory approval for less than a full pay period.
1300	Blood Donation	Leave with pay without charge to leave credits to donate blood.
1518	Cancer Screening	Leave with pay without charge to leave credits for cancer screening. Four hour limit per calendar year.
1406	Civil Service Exams with Pay	Leave with pay without charge to leave credits to take Civil Service exams given during the regular work day.
717	Comp OT MC Leave	Leave with pay charged to Comp OT MC leave
711	Comp OT MC Leave for Workers' Comp	Leave with pay charged to Comp OT MC for Workers' Compensation leave. Requires documentation.
712	Comp OT MC Leave for Workers' Comp FMLA	Leave with pay charged to Comp OT MC for absences with FMLA eligibility due to Workers' Compensation leave. Approved FMLA documentation required to be on file. Additional Workers' Compensation documentation may be required.
709	Comp OT MC Leave Used for Family Sick Lv	Leave with pay charged to Comp OT MC leave for family illness or bereavement. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.

705	Comp OT MC Leave Used for Motor Vehicle	Leave with pay charged to Comp OT MC leave for absences due to non-work related motor vehicle or mass transit accidents for no-fault purposes.
707	Comp OT MC Leave Used for Sick Leave	Leave with pay charged to Comp OT MC leave for personal illness. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
706	Comp OT MC Lv for Motor Vehicle FMLA	Leave with pay charged to Comp OT MC leave for absences due to non-work related motor vehicle or mass transit accidents with FMLA eligibility for no-fault purposes. Approved FMLA documentation required to be on file.
708	Comp OT MC Lv for Sick Lv FMLA	Leave with pay charged to Comp OT MC for absences with FMLA eligibility for the employee. Approved FMLA documentation required to be on file.
703	Comp OT MC Lv Used for Expression of BM	Leave with pay charged to Comp OT MC leave used for expressing breast milk in the work place.
710	Comp OT MC Lv Used for Family Sk LV FMLA	Leave with pay charged to Comp OT MC for absences with FMLA eligibility for family. Approved FMLA documentation required to be on file.
19	COVID-19 Quarantine	Leave with pay charged to COVID-19 Quarantine for required absences due to quarantine related to COVID-19, as directed by State or Local Department of Health officials.
19V	COVID-19 Vaccination	Leave with pay charged to COVID-19 Vaccination for COVID-19 vaccination and booster appointments scheduled within an employee's normal workday.
1506	CSEA Leave for Licensure	Up to three days leave with pay without charge to leave credits per fiscal year for CSEA employees in positions requiring certification/professional license (excluding Class 2 licenses). Supervisory approval required.

1415	EOL Access to Employees	"This is EOL for union representatives who are making presentations regarding union membership, services and programs. Such EOL should be approved only to the individual(s) making the presentation. It is not available to employees who attend such presentation.
1409	EOL Agency Labor/Management	This is EOL for attendance at agency level labor/management meetings. It includes approved time spent to prepare for and/or travel to the agency level l/m meeting. It also includes any reasonable time approved by management for a short post-meeting conv
1412	EOL Annual Convention	This is EOL for time spent attending an annual convention or delegate meeting of the employee's union. It is only available to those employees designated by their union to serve as delegates. This includes any associated travel time that is eligible for
1414	EOL Contract Grievance	This is EOL for designated union representatives associated with investigation of an alleged grievance or representation of an employee up through Step 2 of the applicable contract grievance process. It does not include disciplinary representation.
1411	EOL Contract Negotiations	This is EOL for employees who are designated by their union to participate in negotiations for a new collective bargaining agreement. This includes approved EOL for the purpose of preparing for and/or traveling to contract negotiations.
1416	EOL Disciplinary Representation	This is EOL or release time for designated union representatives who serve as grievance representatives in the contractual disciplinary process. It does not include representation in the contract grievance process.
1417	EOL GOER Discretion	"This is EOL approved by GOER pursuant to the collective bargaining agreements for any other purposes. It must be approved in advance by GOER. This includes banked EOL available to employees in the Security Services, Security Supervisors, and Agency Pol

1408	EOL Internal Union Committees	EOL associated w/meetings of internal union committees—does not include time spent preparing for meeting-agencies can exercise discretion for reasonable travel time in connection w/mtg. Does not include joint labor/mgmt meetings nor time spent preparing.
1410	EOL Local Labor/Management	This is EOL for attendance at labor/management meetings held at the level of a facility or institution. It could also be appropriate for meetings of l/m committees associated with a particular program area or work location. It includes reasonable approval
1413	EOL PEF Regional Coordinator	"This is EOL for time spent by PEF Regional Coordinators on union business that is NOT associated with an internal union committee meeting, PEF's annual convention, agency or local level labor/management, contract grievance representation or disciplinary
305	Family Sick Leave FMLA	Leave with pay charged to sick for absences with FMLA eligibility for family. Approved FMLA documentation required to be on file.
505	Floating Hol Lv for MotorVehicleAccident	Leave with pay charged to floating holiday leave for absences due to non-work related motor vehicle or mass transit accidents for no-fault purposes.
511	Floating Holiday Leave for Workers' Comp	Leave with pay charged to floating holiday for Workers' Compensation leave. Requires documentation.
512	Floating Holiday Leave for Workers' Comp	Leave with pay charged to floating holiday for absences with FMLA eligibility due to Workers' Compensation leave. Approved FMLA documentation required to be on file. Additional Workers' Compensation documentation may be required.
503	Floating Holiday Leave Used for Expressi	Leave with pay charged to floating holiday leave used for expressing breast milk in the work place.
509	Floating Holiday Leave Used for Family S	Leave with pay charged to floating holiday leave for family illness or bereavement. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.

510	Floating Holiday Leave Used for Family S	Leave with pay charged to floating holiday for absences with FMLA eligibility for family. Approved FMLA documentation required to be on file.
506	Floating Holiday Leave Used for Motor Ve	Leave with pay charged to floating holiday leave for absences due to non-work related motor vehicle or mass transit accidents with FMLA eligibility for no-fault purposes. Approved FMLA documentation required to be on file.
507	Floating Holiday Leave Used for Sick Lea	Leave with pay charged to floating holiday leave for personal illness. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
508	Floating Holiday Lv for FMLA	Leave with pay charged to floating holiday for absences with FMLA eligibility for the employee. Approved FMLA documentation required to be on file.
411	Holiday Leave for Workers' Compensation	Leave with pay charged to holiday for Workers' Compensation leave. Requires documentation.
412	Holiday Leave for Workers' Compensation	Leave with pay charged to holiday for absences with FMLA eligibility due to Workers' Compensation leave. Approved FMLA documentation required to be on file. Additional Workers' Compensation documentation may be required.
403	Holiday Leave Used for Expression of Bre	Leave with pay charged to holiday leave used for expressing breast milk in the work place.
409	Holiday Leave Used for Family Sick Leave	Leave with pay charged to holiday leave for family illness or bereavement. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
410	Holiday Leave Used for Family Sick Leave FMLA	Leave with pay charged to holiday for absences with FMLA eligibility for family. Approved FMLA documentation required to be on file.
405	Holiday Leave Used for Motor Vehicle Acc	Leave with pay charged to holiday leave for absences due to non-work related motor vehicle or mass transit accidents for no-fault purposes.

406	Holiday Leave Used for Motor Vehicle Acc	Leave with pay charged to holiday leave for absences due to non-work related motor vehicle or mass transit accidents with FMLA eligibility for no-fault purposes. Approved FMLA documentation required to be on file.
407	Holiday Leave Used for Sick Leave	Leave with pay charged to holiday leave for personal illness. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
408	Holiday Leave Used for Sick Leave FMLA	Leave with pay charged to holiday for absences with FMLA eligibility for the employee. Approved FMLA documentation required to be on file.
1104	Intermittent FMLA Lost Time	Leave without pay for less than a pay period with FMLA eligibility due to illness for intermittent absences. Documentation required.
1308	Jury Duty	Leave with pay without charge to leave credits when summoned by subpoena for jury duty. Requires documentation.
1509	Leave for Civil Defense Duties	Up to five days leave with pay without charge to leave credits per calendar year for civil defense volunteers (state/local civil defense drills).
1404	MC Professional Meeting Leave	Leave with pay without charge to leave credits to attend professional meetings. Requires documentation.
1105	Motor Vehicle Accident Lost Time	Leave without pay when absent due to a non-work related motor vehicle or mass transit accident for no-fault purposes for less than a full pay period.
1106	Motor Vehicle Accident Lost Time FMLA	"Leave without pay when absent due to a non-work related motor vehicle or mass transit accident for no-fault purposes, with FMLA eligibility, for less than a full pay period. "
611	Non-Comp Leave for Workers' Compensation	Leave with pay charged to non-comp for Workers' Compensation leave. Requires documentation.

612	Non-Comp Leave for Workers' Compensation	Leave with pay charged to non-comp absences with FMLA eligibility due to Workers' Compensation leave. Approved FMLA documentation required to be on file. Additional Workers' Compensation documentation may be required.
603	Non-Comp Leave Used for Expression of Br	Leave with pay charged to non-comp leave used for expressing breast milk in the work place.
609	Non-Comp Leave Used for Family Sick Leave	Leave with pay charged to non-comp leave for family illness or bereavement. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
605	Non-Comp Leave Used for Motor Vehicle Ac	Leave with pay charged to non-comp leave for absences due to non-work related motor vehicle or mass transit accidents for no-fault purposes.
606	Non-Comp Leave Used for Motor Vehicle Ac	Leave with pay charged to non-comp leave for absences due to non-work related motor vehicle or mass transit accidents with FMLA eligibility for no-fault purposes. Approved FMLA documentation required to be on file.
607	Non-Comp Leave Used for Sick Leave	Leave with pay charged to non-comp leave for personal illness. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
608	Non-Comp Leave Used for Sick Leave FMLA	Leave with pay charged to non-comp for absences eligible for FMLA for the employee. Approved FMLA documentation required to be on file.
610	Non-Comp Lv for Family Sick Lv FMLA	Leave with pay charged to non-comp for absences eligible for FMLA for family. Approved FMLA documentation required to be on file.
1511	One Hour Allowance for Fall Time Change	Use this code when you are required to work a shift when the time is set back to allow you to claim the extra hour worked.
1600	Over 40I Not Enrolled in Over 40II	For use of Over 40I accruals by employees who did not enroll in Over 40II.

1507	PEF Professional Meeting Leave	Leave with pay without charge to leave credits to attend conferences or seminars given by recognized professional organizations or to attend programs necessary for licensure. Limited to three days per fiscal year. Requires documentation.
211	Personal Leave for Workers' Compensation	Leave with pay charged to personal for Workers' Compensation leave. Requires documentation.
212	Personal Leave for Workers' Compensation	Leave with pay charged to personal for absences with FMLA eligibility for Workers' Compensation leave. Approved FMLA documentation required to be on file. Additional Workers' Compensation documentation may be required.
203	Personal Leave Used for Expression of Br	Leave with pay charged to personal leave used for expressing breast milk in the work place.
209	Personal Leave Used for Family Sick Leave	Leave with pay charged to personal leave for family illness or bereavement. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
210	Personal Leave Used for FMLA - Family	Leave with pay charged to personal for absences with FMLA eligibility for family. Approved FMLA documentation required to be on file.
205	Personal Leave Used for Motor Vehicle Ac	Leave with pay charged to personal leave for absences due to non-work related motor vehicle or mass transit accidents for no-fault purposes.
206	Personal Leave Used for Motor Vehicle Ac	Leave with pay charged to personal leave for absences due to non-work related motor vehicle or mass transit accidents with FMLA eligibility for no-fault purposes. Approved FMLA documentation required to be on file.
207	Personal Leave Used for Sick Leave	Leave with pay charged to personal leave for personal illness. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.

208	Personal Leave Used for Sick Leave FMLA	Leave with pay charged to personal for absences with FMLA eligibility for the employee. Approved FMLA documentation required to be on file.
250	Personal Part-Time Adjustment Leave	An absence that has approval from your supervisor to charge to personal credits earned under the Part-Time Leave Adjustment program.
1405	Professional Exams with Pay	Leave with pay without charge to leave credits for the purpose of participating in one professional examination per calendar year. PEF and MC Only
1313	Recall Compensation	Use this code when called back to work after shift ends to reach half-day minimum. Do not use this code if recall coincides with regular shift.
1508	Red Cross Volunteer with Pay	Leave with pay without charge to leave credits for Red Cross Disaster Volunteers. Up to 20 days per year. Supervisor approval and documentation required.
1312	SEFA Activities	Leave with pay without charge to leave credits for authorized SEFA activities.
303	Sick Leave FMLA	Leave with pay charged to sick for absences with FMLA eligibility for the employee. Approved FMLA documentation required to be on file.
306	Sick Leave for Workers' Compensation Lea	Leave with pay charged to sick for Workers' Compensation leave. Requires documentation.
307	Sick Leave for Workers' Compensation Lea	Leave with pay charged to sick with FMLA eligibility due to Workers' Compensation leave. Approved FMLA documentation required to be on file. Additional Workers' Compensation documentation may be required.
301	Sick Leave Used for Motor Vehicle Accide	Leave with pay charged to sick leave for absences due to non-work related motor vehicle or mass transit accidents for no-fault purposes.
302	Sick Leave Used for Motor Vehicle Accide	Leave with pay charged to sick leave for absences due to non-work related motor vehicle or mass transit accidents with FMLA eligibility for no-fault purposes. Approved FMLA documentation required to be on file.

1103	Sick Related Lost Time	Leave without pay due to illness for intermittent absences. Requires documentation.
HOL	State Holiday	
1307	State Interviews with Pay	Leave with pay without charge to leave credits to attend interviews for transfer or promotion not initiated by the employee. May require documentation.
1309	Subpoenaed Court Appearance	Leave with pay without charge to leave credits when subpoenaed as a witness in court not due to an action by the employee. Requires documentation.
1510	Time Off to Vote	Leave with pay without charge to leave credits to vote. Two hour limit.
1400	Training Leave with Pay	Leave with pay without charge to leave credits to attend Agency approved training and/or seminars.
500	Unscheduled Absence Charged to Floating	"An absence that doesn't have prior approval, but your supervisor has approved the absence to floating holiday credits."
400	Unscheduled Absence Charged to Holiday	"An absence that doesn't have prior approval, but your supervisor has approved the absence to holiday credits."
600	Unscheduled Absence Charged to Non-Comp	"An absence that doesn't have prior approval, but your supervisor has approved the absence to non-comp credits."
200	Unscheduled Absence Charged to Personal	An absence that doesn't have prior approval, but your supervisor has approved the absence to personal credits.
300	Unscheduled Absence Charged to Sick Leav	"An absence that doesn't have prior approval, but your supervisor has approved the absence to sick leave credits."
100	Unscheduled Absence Charged to Vacation	An absence that doesn't have prior approval, but your supervisor has approved the absence to vacation credits.
800	Unscheduled Absence Charged to VRWS	"An absence that doesn't have prior approval, but your supervisor has approved the absence to VRWS credits."
700	Unscheduled Absence using Comp OT MC	"An absence that doesn't have prior approval, but your supervisor has approved the absence to Comp OT MC credits."

304	Unscheduled Family Sick Leave	"An absence that doesn't have prior approval, but your supervisor has approved the absence to family sick leave credits."
251	Unscheduled Personal Part-Time Adj Leave	An absence that doesn't have prior approval, but your supervisor has approved the absence to personal credits earned under the Part-Time Leave Adjustment program.
111	Vacation Leave for Workers' Compensation	Leave with pay charged to vacation for Workers' Compensation leave. Requires documentation.
103	Vacation Leave Used for Expression of Br	Leave with pay charged to vacation leave used for expressing breast milk in the work place.
108	Vacation Leave Used for FMLA	Leave with pay charged to vacation for absences with FMLA eligibility for the employee. Approved FMLA documentation required to be on file.
105	Vacation Leave Used for Motor Vehicle Ac	Leave with pay charged to vacation leave for absences due to non-work related motor vehicle or mass transit accidents for no-fault purposes.
106	Vacation Leave Used for Motor Vehicle Ac	Leave with pay charged to vacation leave for absences due to non-work related motor vehicle or mass transit accidents with FMLA eligibility for no-fault purposes. Approved FMLA documentation required to be on file.
107	Vacation Leave Used for Sick Leave	Leave with pay charged to vacation leave for personal illness. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
112	Vacation Lv for Workers' Comp FMLA	Leave with pay charged to vacation for absences with FMLA eligibility due to Workers' Compensation leave. Approved FMLA documentation required to be on file. Additional Workers' Compensation documentation may be required.
117	Vacation Lv Used for Child Care Lv FMLA	Leave with pay with FMLA qualification charged to vacation leave for (1) childcare leave after period of disability because of pregnancy or childbirth, or (2) up to 7 months following childbirth or in connection with adoption. Requires documentation.

110	Vacation Lv Used for Family FMLA	Leave with pay charged to vacation for absences with FMLA eligibility for family. Approved FMLA documentation required to be on file.
109	Vacation Lv Used for Family Sick Lv	Leave with pay charged to vacation leave for family illness or bereavement. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
1310	Volunteer Emergency Response With Pay	"Leave with pay without charge to leave credits for emergency response (i.e. Volunteer Firefighter, Civil Defense Volunteer, Civil Air Patrol, etc.). May require documentation."
811	VRWS Leave for Workers' Comp Lv	Leave with pay charged to VRWS for Workers' Compensation leave. Requires documentation.
812	VRWS Leave for Workers' Comp Lv FMLA	Leave with pay charged to VRWS for absences with FMLA eligibility due to Workers' Compensation leave. Approved FMLA documentation required to be on file. Additional Workers' Compensation documentation may be required.
803	VRWS Leave Used for Expression of Breast	Leave with pay charged to VRWS leave used for expressing breast milk in the work place.
809	VRWS Leave Used for Family Sick Leave	Leave with pay charged to VRWS leave for family illness or bereavement. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.
810	VRWS Leave Used for Family Sick Lv FMLA	Leave with pay charged to VRWS for absences with FMLA eligibility for family. Approved FMLA documentation required to be on file.
808	VRWS Leave Used for FMLA	Leave with pay charged to VRWS for absences with FMLA eligibility for the employee. Approved FMLA documentation required to be on file.
807	VRWS Leave Used for Sick Leave	Leave with pay charged to VRWS leave for personal illness. Requires documentation if 5 consecutive days or more. Refer to agency policy which may have more stringent requirements.

806	VRWS Lv for Motor Vehicle Accident FMLA	Leave with pay charged to VRWS leave for absences due to non-work related motor vehicle or mass transit accidents with FMLA eligibility for no-fault purposes. Approved FMLA documentation required to be on file.
1107	Workers' Compensation Lost Time	Leave without pay for less than a full pay period when accruals and sick leave at half-pay are exhausted and the employee is absent due to Workers' Compensation.
1108	Workers' Compensation Lost Time FMLA	Leave without pay for less than a full pay period for absences due to Workers' Compensation and also identified as Family Medical Leave.