

Leave of Absence and Corresponding Time Off Codes

The **Leave of Absence and Timesheet Time Off Time Codes Guideline** provides instructions on which time off codes to use for each Leave Type. This includes instructions on how to code the timesheet when the Leave of Absence follows the 7 Day increment.

Coding the timesheet correctly will:

1. Avoid double deducting from the entitlement bucket.
2. Ensure the person is getting paid for paid leave of absence.

NOTE: Unpaid leave of absence events entered by HR in Workday for a specific date range will not process any time off codes on the timesheet for that date range. For example: If HR places an employee on an unpaid leave of absence between 9/1/2016 to 9/7/2016, then Workday will not process any time off codes entered on the timesheet for that date range only. If the employee wants to use accrued leave, such as Annual, Personal, etc. during that date range, then HR must select one of the "Paid" leave types.

NOTE: All types of intermittent leave fall under the **Intermittent Time Off Approval Range** in Workday, and is located under Paid Leave Type category. Although it is listed under Paid Leave Type category, it does not actually decrement from any entitlement buckets. Its purpose is to document the approved intermittent date range in Workday, and to allow the employee to code the timesheet appropriately.

NOTE: Each leave of absence event entered in Workday must have a separate Return to Work event attached to it.

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	7 Day Increment Yes/No	Workday Instructions	<u>Time Sheet Coding:</u> <i>Corresponding Time Off Codes when Date Range Has Been Entered by HR</i>	<u>Time Sheet Coding:</u> <i>Corresponding Time Off Codes when Date Range is <u>NOT</u> Entered by HR</i>
Leave that is granted to an employee who is an organ or bone marrow donor. Amount of Leave: In any 12-month period, an employee may use up to 7 days of organ donation leave to serve as a bone marrow donor; and 30 days of organ donation leave to serve as an organ donor. Employee must contact their human resources office to apply.	Bone Marrow Donation	Continuous	Paid	<u>Yes</u>	Use: Paid>Bone Marrow Donation *Place a note in the Comments section of the actual approved leave dates. Refer to Place Employee on Leave - 7 Day Increment Requirement job aid for further instructions.	Leave the timesheet blank *Because Bone Marrow Donation is entered by HR, no time off code is required on the timesheet.	Use: Bone Marrow
Leave that is granted to an employee who is an organ or bone marrow donor. Amount of Leave: In any 12-month period, an employee may use up to 7 days of organ donation leave to serve as a bone marrow donor; and 30 days of organ donation leave to serve as an organ donor. Employee must contact their human resources office to apply.	Bone Marrow Donation	Intermittent	Paid	No	Use: Paid> Intermittent Time Off Approval Range *Place a note in the Comments section of the actual approved leave dates.	Use: Bone Marrow	N/A

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<p>On request, an employee may be entitled to this leave if: (1) the employee is certified by the American Red Cross as a disaster service volunteer; and (2) the American Red Cross requests the services of the employee during a disaster that is designated at Level II, or above in the regulations and procedures of the National Office of the American Red Cross.</p> <p>*up to 15 days of Disaster Service Leave in any 12 month period</p>	Disaster Service	Continuous	Paid	<u>Yes</u>	Use: Paid>Disaster Service *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Leave the timesheet blank *Because Disaster Service is entered by HR, no time off code is required on the timesheet.	Use: Disaster Service
<p>Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member</p>	FMLA	Continuous	Paid	<u>Yes</u>	Use: Paid>FMLA (Use Paid Leave) Possible Reasons: Medical - Family Medical - Self Other *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Use the appropriate leave time off code: Annual Leave Personal Leave Sick Compensatory Time Leave Bank Employee Donation	Use the appropriate zFMLA time off code: zFMLA Annual Leave zFMLA Personal Leave zFMLA Sick zFMLA Compensatory Time zFMLA Leave Bank zFMLA Employee Donation

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Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	FMLA	Continuous	Unpaid	<u>Yes</u>	Use: Unpaid>FMLA (Unpaid) Possible Reasons: Medical - Family Medical - Self Other *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Leave the timesheet blank *Because the FMLA is entered as unpaid by HR, no time off code is required on the timesheet.	Use: zFMLA Leave Without Pay
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	FMLA	Intermittent	Paid	No	Use: Paid>Intermittent Time Off Approval Range * Place a note in the Comments section of the actual approved leave dates.	Use the appropriate zFMLA time off code: zFMLA Annual Leave zFMLA Personal Leave zFMLA Sick zFMLA Compensatory Time zFMLALeave Bank zFMLA Employee Donation	N/A
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	FMLA	Intermittent	Unpaid	No	Use: Paid> Intermittent Time Off Approval Range *Place a note in the Comments section of the actual approved leave dates.	Use: zFMLA Leave Without Pay	N/A

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entitles an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member to an absence of up to a total of 26 work weeks of unpaid leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, or is a veteran who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or is a veteran	FMLA for Service Member	Continuous	Paid	<u>Yes</u>	Use: Paid> FMLA for Service Member (Use Paid Leave) Possible Reasons: Medical - Family Medical - Self Other *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Use the appropriate leave time off code: Annual Leave Personal Leave Sick Compensatory Time Leave Bank Employee Donation	Use the appropriate zFMLA time off code: zFMLA Service Member Annual Leave zFMLA Service Member Personal Leave zFMLA Service Member Sick zFMLA Service Member Compensatory Time zFMLA Service Member Leave Bank zFMLA Service Member Employee Donation
entitles an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member to an absence of up to a total of 26 work weeks of unpaid leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, or is a veteran who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or is a veteran	FMLA for Service Member	Continuous	Unpaid	<u>Yes</u>	Use: Unpaid>FMLA for Service Member (Use Paid Leave) Possible Reasons: Medical - Family Medical - Self Other *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Leave the timesheet blank *Because the FMLA is entered as unpaid by HR, no time off code is required on the timesheet.	Use: zFMLA-Service Member Leave Without Pay

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<p>Leave that is granted to an employee as a result of a work-related accident that is determined to be compensable by the Injured Worker’s Insurance Fund or the Worker’s Compensation Commission. Accident leave is compensated at 2/3 the employee’s normal pay. An employee must use accident leave beginning on the first day of the disability and continuing until the day the employee is certified to return to work by a health care provider or 6 months from the day of the disability, whichever is earlier.</p>	IWIF Approved Accident	Continuous	Paid	No	Use: Paid> IWIF Approved Accident	Leave the timesheet blank *The LOA event in Workday will automatically pay the worker for IWIF Approved Accident.	N/A
<p>Leave that is granted to an employee as a result of a work-related accident that is determined to be compensable by the Injured Worker’s Insurance Fund or the Worker’s Compensation Commission. Accident leave is compensated at 2/3 the employee’s normal pay. An employee must use accident leave beginning on the first day of the disability and continuing until the day the employee is certified to return to work by a health care provider or 6 months from the day of the disability, whichever is earlier.</p>	IWIF Approved Accident	Intermittent	Paid	No	Use: Paid>Intermittent Time Off Approval Range	Use: IWIF Approved Accident Leave *The LOA event in Workday will automatically pay the worker for IWIF Approved Accident.	N/A
<p>Leave for certain medical reasons for themselves or a family member that is not covered under FMLA for up to 6 months</p>	Medical Leave	Continuous	Unpaid	<u>Yes</u>	Use: Unpaid>Medical Leave *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Leave the timesheet blank *Because the Medical Leave is entered as unpaid by HR, no time off code is required on the timesheet.	Use Medical Leave Without Pay

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Leave that is granted an employee who is a member of a reserve unit of the armed forces, or in the organized militia for military training or active military duty. A maximum of 15 days annually is granted without loss of pay or charge against any other leave.	Military	Continuous	Paid	<u>Yes</u>	Use: Paid>Military *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Leave the timesheet blank *The LOA event in Workday will automatically pay the worker for Military Leave.	Use Military - Continuous
Leave that is granted an employee who is a member of a reserve unit of the armed forces, or in the organized militia for military training or active military duty. A maximum of 15 days annually is granted without loss of pay or charge against any other leave.	Military	Intermittent	Paid	No	Use: Paid>Intermittent Time Off Approval Range *Place a note in the Comments section of the actual approved leave dates.	Use Military - Intermittent	NA
Use after " Military Leave " is exhausted for the year, and " Military Administrative " is not applicable. Up to 2 years of unpaid leave and no accrual.	Armed Services Leave	Continuous	Unpaid	No	Use: Unpaid>Armed Services *Place a note in the Comments section of the actual approved leave dates.	Leave the timesheet blank *Because the "Armed Services Leave" is entered as unpaid by HR, no time off code is required on the timesheet.	NA

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Military Administrative Leave provides State employees that were on active military duty on July 1, 2003 or State Employees who are activated for military duty on or after July 1, 2003 may use Military Administrative Leave for active military duty, not including active duty training. This law was effective July 1, 2003 and allows State employees to be paid the difference between the employee's military salary and the employee's State salary while on active military duty.	Military Administrative	Continuous	Unpaid	No	Use: Unpaid>Military Administrative *Place a note in the Comments section of the actual approved leave dates.	Leave the timesheet blank *If there is a difference in Military and State pay that needs to be paid then reference Compensation Allowance	NA
Leave that is granted to an employee who is an organ or bone marrow donor. Amount of Leave: In any 12-month period, an employee may use up to 7 days of organ donation leave to serve as a bone marrow donor; and 30 days of organ donation leave to serve as an organ donor. Employee must contact their human resources office to apply	Organ Donation	Continuous	Paid	<u>Yes</u>	Use: Paid>Organ Donation *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Leave the timesheet blank *The LOA event in Workday will automatically pay the worker for Organ Donation.	Use: Organ Donation-Continuous
Leave that is granted to an employee who is an organ or bone marrow donor. Amount of Leave: In any 12-month period, an employee may use up to 7 days of organ donation leave to serve as a bone marrow donor; and 30 days of organ donation leave to serve as an organ donor. Employee must contact their human resources office to apply	Organ Donation	Intermittent	Paid	No	Use: Paid>Intermittent Time Off Approval Range *Place a note in the Comments section of the actual approved leave dates.	Use: Organ Donation-Intermittent	NA

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<p>An employee in the State Personnel Management System may apply for, and the appointing authority may grant, a leave of absence without pay for personal reasons for a period not to exceed 30 calendar days <i>This is not Personal days.</i></p>	Personal	Continuous	Unpaid	<u>Yes</u>	<p>Use: Unpaid>Personal</p> <p>*Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.</p>	<p>Use: NONE</p> <p>*Because the Personal Leave is entered as unpaid by HR, no time off code is required on the timesheet.</p>	<p>Use: Personal - Leave Without Pay</p>

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Leave for a designated Public Health situation up to 90 days	Public Health	Continuous	Paid	<u>Yes</u>	Use: Paid>Public Health *Place a note in the Comments section of the actual approved leave dates. Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> job aid for further instructions.	Use: Leave the timesheet blank *Because the Public Health Leave is entered by HR, no time off code is required on the timesheet.	Use: Public Health
Unpaid leave due to a suspension	Suspension	Continuous	Unpaid	No	Use: Unpaid>Suspension *Enter the suspension dates in the Comments section.	Use: Unpaid Time Off	NA
Leave due to a Temporary Partial Disability. Can occur after IWIF Approved Accident	Temporary Total Disability	Continuous	Unpaid	No	Use: Unpaid>Temporary Total Disability (Unpaid) * Place a note in the Comments section of the actual approved leave dates.	Use: Unpaid Temporary Partial Disability	NA