Leave Record Code Listings
Modified as of April 4, 1998
CODE LISTING
Modified April 4, 1998

A Copy of the Code Listing below is also available on Leave Record in cells AP19 TO AP 37 of all Automated Leave Records.

COLOR MONITOR - FONTS for codes SICK LEAVE, VACATION LEAVE, CTF, CTZ have been color coded as an added aid to data entry.

Code S  (Sick Leave), the hours of sick leave taken and their totals are in GREEN font.

Code V  (Vacation Leave), the hours of vacation taken and their totals are in ROYAL BLUE font.

Code CTF  (Comp Time Federal), hours added and their totals are in PURPLE font.  Note: Enter hours TAKEN under Comp Time Federal Used as a normal entry this will show up in a RED font.  Enter the hours added to Comp Time Federal Earn as a normal formula (+) entry.

Code CTZ  (Comp Time State), hours added and their totals are in BLACK font.  Note: Enter hours TAKEN under Comp Time State as a normal entry this will show up in a RED font.  Enter the hours added to Comp Time State Earn as a normal formula (+) entry.
Code Others

are in normal **BLACK** font. The Code Row cells can be changed to utilize any of the other codes (B thru X) listed below. Listing for remaining codes to be used in this area are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Administrative Time Off (_declared by the Governor)</td>
</tr>
<tr>
<td>B</td>
<td>Collective Bargaining</td>
</tr>
<tr>
<td>BD</td>
<td>Blood Donation (See Note 3)</td>
</tr>
<tr>
<td>C</td>
<td>Court or Jury Duty Leave</td>
</tr>
<tr>
<td>F</td>
<td>Funeral Leave</td>
</tr>
<tr>
<td>FLL</td>
<td>Family Leave - Leave Without Pay (See Note 1)</td>
</tr>
<tr>
<td>FLS</td>
<td>Family Leave - Sick (See Note 1)</td>
</tr>
<tr>
<td>FLT</td>
<td>Family Leave - Compensatory Time Off (See Note 3)</td>
</tr>
<tr>
<td>FLV</td>
<td>Family Leave - Vacation (See Note 1)</td>
</tr>
<tr>
<td>H</td>
<td>Holiday</td>
</tr>
<tr>
<td>I</td>
<td>Accidental Injury Leave</td>
</tr>
<tr>
<td>K</td>
<td>Days on Strike</td>
</tr>
<tr>
<td>L</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>M</td>
<td>Military Leave</td>
</tr>
<tr>
<td>MTL</td>
<td>Medical Treatment Leave (See Note 3)</td>
</tr>
<tr>
<td>O</td>
<td>Overtime Worked</td>
</tr>
<tr>
<td>PD</td>
<td>Leave with Pay - Pending Dismissal (See Note 3)</td>
</tr>
<tr>
<td>PI</td>
<td>Leave with Pay - Pending Investigation (See Note 3)</td>
</tr>
<tr>
<td>PTC</td>
<td>Parents Teachers Conference</td>
</tr>
<tr>
<td>S</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>SU</td>
<td>Suspension (See Note 3)</td>
</tr>
<tr>
<td>T</td>
<td>Compensatory Time Off</td>
</tr>
<tr>
<td>UA</td>
<td>Unauthorized Absence (See Note 3)</td>
</tr>
<tr>
<td>V</td>
<td>Vacation Leave</td>
</tr>
<tr>
<td>VLD</td>
<td>Vacation Leave Donated</td>
</tr>
<tr>
<td>VLR</td>
<td>Vacation Leave Received</td>
</tr>
<tr>
<td>W</td>
<td>Workmens’ Compensation</td>
</tr>
<tr>
<td>W/S</td>
<td>Workmens’ Compensation Sick Leave (See Note 3)</td>
</tr>
<tr>
<td>W/V</td>
<td>Workmens’ Compensation Vacation Leave (See Note 3)</td>
</tr>
<tr>
<td>X</td>
<td>Standby</td>
</tr>
</tbody>
</table>
Code Others - Data Entry instructions

- **A** Administrative Time Off.
Enter A <space> and hours on Administrative Time Off in the **Code Cell**.

- **B** Collective Bargaining
Enter B <space> and hours on Collective Bargaining in the Code Cell.

- **BD** Blood Donation
Enter BD and hours Donating Blood in the Code Cell.

- **C** Court or Jury Duty Leave
Enter C <space> and hours in Court in the **Code Cell**.

- **F** Funeral
Enter F <space> and hours on Funeral Leave in the Code Cell.

**FLL** Family Leave Without Pay.
Enter FLL and the hours on leave in the Code Cell. Decrease the font size. Adjust the **Hours** in the Hours Worked Cell accordingly (see Note 4).

**FLS** Family Leave Sick.
Enter FLS in the Code Cell, the **hours taken** for Family Leave - Sick in the Sick Cell.

**FLT** Family Leave - Compensatory Time Off.
Enter FLT in the Sick Cell, the **hours taken** for Compensatory Time Entitlement (Minus) hours on Comp Time in the Code Cell. Enter TF (-Minus) : hours on Comp Time in the Code Cell.

**FLV** Family Leave Vacation.
Enter FLV in the Code Cell, the **hours taken** for Family Leave - Vacation in the Vacation Cell.

- **I** Accidental Injury
Enter I <space> and hours on Accidental Injury in the Code Cell.

**K** Days on Strike
Enter K <space> and hours on Strike in the Code Cell, and adjust the **Hours Worked** Cell accordingly (see Note 4).
L  Leave WithOut Pay
   Enter L <space> and hours on Leave WithOut Pay in the Code Cell, and adjust the Hours Worked Cell accordingly (see Note 4).

M  Military
   Enter M <space> and hours on Military Leave in the Code Cell.

MTL  Medical Treatment Leave
   Enter MTL and hours on Medical Treatment Leave in the Code Cell. Decrease the font size.

O  Overtime
   Enter O <space> and hours on Overtime in the Code Cell.

PD  Pending Dismissal.
   Enter PD and hours on Leave with Pay pending the effective date of Dismissal in the Code Cell.

PI  Pending Investigation.
   Enter PI and hours on Leave with Pay pending the completion of an investigation in the Code Cell.

PTC  Parents Teachers Conference.
   Enter PTC and the hours taken in the Code Cell. Decrease the font size.

SU  SUSpension.
   Enter SU and hours on SUSpension in the Code Cell, and adjust or delete the Hours Worked Cell accordingly (see Note 4).

T  Comp Time
   General Fund Employees Only: Enter T (+Plus for Earned) (-Minus for Used) : hours on Comp Time in the Code Cell.
   General/Federal Fund Employees: : Enter TZ (+Plus for Earned) (-Minus for Used) : hours on Comp Time in the Code Cell. Enter TF (+Plus for Earned) (-Minus for Used) : hours on Comp Time in the Code Cell.

UA  Unauthorized Absence.
   Enter UA and hours on Unauthorized Absence in the Code Cell, and adjust the Hours Worked Cell accordingly (see Note 4).

VLD  Vacation Leave Donated.
   Enter VLD in the Code Cell, the hours taken for Vacation Leave Donated in the Vacation Cell.
VLR  Vacation Leave Received.
Enter VLR in the Vacation Cell, the hours taken for Vacation Leave Received in the Code Cell.

W  Workmen's Compensation
Enter W <space> and hours on Workmen's Compensation in the Code Cell.

WS  Workmen's Compensation Sick Leave
Enter W and hours on Workmen's Compensation in the Code Cell. Enter Sick Leave Hours in the Sick Leave Cell. Decrease the font size. See Workmen's Comp Special Input for additional data entry instructions.

WV  Workmen's Compensation Vacation Leave
Enter W and hours on Workmen's Compensation in the Code Cell. Enter Vacation Leave Hours in the Vacation Leave Cell. Decrease the font size. See Workmen's Comp Special Input for additional data entry instructions.

X  Standby
Enter X <space> and hours on Standby in the Code Cell.

Note 1  These Code Listings are taken from Page 3, Item 5 of ICF Revision to Family Leave Guidelines, dated 07/08/92.

Note 2  All Codes Others are taken from DPS Form 7 (Revised 06/01/86).

Note 3  These Codes are taken from Attachment C (Revised 02/27/97) of Memorandum from James H Takushi IHKL dated Feb 21, 1997.

Note 4  See Adjusting/Editing Work Hours Section.

Note 5  Due to the limited amount of space within the Automated Leave Record, use the abbreviated code without the hyphens, and decrease the font size if necessary.

Note 6  Bullet (•) at the beginning of the Alpha Code denotes Administrative Leave with no adjustments to hours worked.

If additional Code Row space is required, use the Vac Row if it is not being used. Do Not use the Sick Row for any Alpha entries.

Limit Alpha Code Entries to four characters (including space and decimal points). If Alpha Code Entry is four characters decrease fonts size by 1 point size or lower. Example: If you enter W1.8 in a Code Cell and the Font size is 10 pts, decrease font size to 9 (one size lower).