

## 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.

**NOTES:**

1. Coding the timesheet correctly will avoid double deducting from the entitlement bucket, and eliminate payroll impacts.
2. Using any of the 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. Therefore, it is important that HR, Timekeeper, and manager communicate to ensure that the correct Leave of Absence is selected for the employee.
3. 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.
4. Each leave of absence event entered in Workday must have a separate Return to Work event attached to it. **IMPORTANT: DO NOT enter the Return Worker from Leave event the same time you place the worker on an LOA event. Doing so will negatively impact the worker's benefit's eligibility status.**
5. **Extending an UNPAID LOA event:** If an employee has not returned from a continuous UNPAID LOA event and the UNPAID LOA needs to be extended, please submit a ticket to the SPS Shared Services Support to correct the dates on the initial LOA event.
6. **Extending a PAID LOA event:** If the extension is for a PAID LOA event, then complete a Return from Leave event to close the first LOA event. Enter a note in the Comments section explaining the employee has not returned, but that the LOA is being extended. Then enter a second Paid LOA event using the same date as the Return from Leave date. Example: First LOA event is from 1/2/2017 to 1/9/2017. The Return from Leave date would be 1/10/2017. Then the second LOA date would also begin on 1/10/2017. Although the person did not actually return to work on 1/10/2017, Workday requires a Return from Leave event for each LOA event (note #4 above).

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid (Benefit Impact)	7 Day Increment Yes/No	Workday Instructions	Time Sheet Coding: Corresponding Time Off Codes when Date Range Has Been Entered by HR	Time Sheet Coding: Corresponding Time Off Codes when Date Range is <u>NOT</u> Entered by HR
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 <b>up to 7 days</b> 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.	<b>Bone Marrow Donation</b>	Continuous	Paid	<u>Yes</u>	Use: <b>Paid&gt;Bone Marrow Donation</b>  *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 Bone Marrow Donation LOA event will pay the employee. Do not use any time off codes on the timesheet.	Use: <b>Bone Marrow Donation Time Off ( Timesheet )</b>
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 <b>up to 7 days</b> 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.	<b>Bone Marrow Donation</b>	Intermittent	Paid	No	Use: <b>Paid&gt; Intermittent Time Off Approval Range</b>  *Place a note in the Comments section of the actual approved leave dates.	Use: <b>Bone Marrow Donation Time Off ( Timesheet )</b>	N/A

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<p>On request, an employee may be entitled to this leave if:</p> <p>(1) the employee is certified by the American Red Cross as a disaster service volunteer; and</p> <p>(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>	<b>Disaster Service</b>	Continuous	Paid	<u>Yes</u>	<p>Use:</p> <p><b>Paid&gt;Disaster Service</b></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>Leave the timesheet blank</p> <p>*The Disaster Service LOA event will pay the employee. Do not use any time off codes on the timesheet.</p>	<p>Use:</p> <p><b>Disaster Service Time Off (Timesheet)</b></p>
<p>Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member</p>	<b>FMLA</b>	Continuous	Paid	<u>Yes</u>	<p>Use:</p> <p><b>Paid&gt;FMLA (Use Paid Leave)</b></p> <p>Possible Reasons:</p> <p><b>Medical - Family</b> <b>Medical - Self</b> <b>Other</b></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 the appropriate leave time off code:</p> <p><b>Annual Leave</b> <b>Personal Leave</b> <b>Sick</b> <b>Compensatory Time</b> <b>Leave Bank</b> <b>Employee Donation</b></p>	<p>Use the appropriate zFMLA time off code:</p> <p><b>zFMLA Annual Leave</b> <b>zFMLA Personal Leave</b> <b>zFMLA Sick</b> <b>zFMLA Compensatory Time</b> <b>zFMLA Leave Bank</b> <b>zFMLA Employee Donation</b></p>

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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	<b>FMLA</b>	Continuous	Unpaid (Benefit Impact)	<u>Yes</u>	Use: <b>Unpaid&gt;FMLA (Unpaid)</b>  Possible Reasons: <b>Medical - Family</b> <b>Medical - Self</b> <b>Other</b>  *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: <b>zFMLA Leave Without Pay (Timesheet)</b>
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	<b>FMLA</b>	Intermittent	Paid	No	Use: <b>Paid&gt;Intermittent Time Off Approval Range</b>  * Place a note in the Comments section of the actual approved leave dates.	Use the appropriate <b>zFMLA</b> time off code:  <b>zFMLA Annual Leave</b> <b>zFMLA Personal Leave</b> <b>zFMLA Sick</b> <b>zFMLA Compensatory Time</b> <b>zFMLA Leave Bank</b> <b>zFMLA Employee Donation</b>	<b>N/A</b>
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	<b>FMLA</b>	Intermittent	Unpaid (Benefit Impact)	No	Use: <b>Paid&gt; Intermittent Time Off Approval Range</b>  *Place a note in the Comments section of the actual approved leave dates.	Use: <b>zFMLA Leave Without Pay (Timesheet)</b>	<b>N/A</b>

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<p>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 paid 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</p>	<p><b>FMLA for Service Member</b></p>	<p>Continuous</p>	<p>Paid</p>	<p><u>Yes</u></p>	<p>Use: <b>Paid&gt; FMLA for Service Member (Use Paid Leave)</b></p> <p>Possible Reasons: <b>Medical - Family Medical - Self Other</b></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 the appropriate leave time off code: <b>Annual Leave Personal Leave Sick Compensatory Time Leave Bank Employee Donation</b></p>	<p>Use the appropriate zFMLA time off code: <b>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</b></p>
<p>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</p>	<p><b>FMLA for Service Member</b></p>	<p>Continuous</p>	<p>Unpaid (Benefit Impact)</p>	<p><u>Yes</u></p>	<p>Use: <b>Unpaid&gt;FMLA for Service Member (Unpaid)</b></p> <p>Possible Reasons: <b>Medical - Family Medical - Self Other</b></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><b>Leave the timesheet blank</b></p> <p>*Because the FMLA is entered as unpaid by HR, no time off code is required on the timesheet.</p>	<p>Use: <b>zFMLA-Service Member Leave Without Pay (Timesheet)</b></p>

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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>	<b>IWIF Approved Accident</b>	Continuous	Paid	No	Use:  <b>Paid&gt; IWIF Approved Accident</b>	Only use zFMLA Leave Without Pay (Timesheet)  *The IWIF Approved Accident 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>	<b>IWIF Approved Accident</b>	Intermittent	Paid	No	Use:  <b>Paid&gt;Intermittent Time Off Approval Range</b>	Use:  <b>IWIF Approved Accident Leave (Timesheet)</b>	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>	<b>Medical Leave</b>	Continuous	Unpaid (Benefit Impact)	<u>Yes</u>	Use:  <b>Unpaid&gt;Medical Leave</b>  *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  <b>Medical Leave Without Pay (Timesheet)</b>

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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 <b>military training or active military duty</b> . A <b>maximum of 15 days annually</b> is granted without loss of pay or charge against any other leave.	<b>Military</b>	Continuous	Paid	<u>Yes</u>	Use: <b>Paid&gt;Military</b>  *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  <b>Military - Intermittent (Timesheet)</b>
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.	<b>Military</b>	Intermittent	Paid	No	Use: <b>Paid&gt;Intermittent Time Off Approval Range</b>  *Place a note in the Comments section of the actual approved leave dates.	Use  <b>Military - Intermittent</b>	NA
Use after " <b>Military Leave</b> " is exhausted for the year, and " <b>Military Administrative</b> " is <b>not applicable</b> . Up to 2 years of unpaid leave and no accrual.  <b>IMPORTANT: All Armed Services LOA events must be processed as Unpaid&gt;Armed Services - 30 days or Less.</b> If the employee goes beyond 30 days, then Workday will automatically update the LOA event o Unpaid>Armed Services - 31 or More Days.  <b>IMPORTANT: DO NOT future date a Return from Leave event for Unpaid&gt;Armed Services - 30 Days.</b> Doing so will prevent Workday from automatically updating the LOA event if the employee goes beyond 30 days.	<b>Armed Services Leave (30 Days or Less)</b>  <b>**All Armed Services LOA Events must be processed as 30 Days or Less</b>	Continuous	Unpaid (Benefit Impact)	No	Use: <b>Unpaid&gt;Armed Services - 30 Days or Less</b>  *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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<p align="center"><b>VIEW ONLY</b></p> <p>When the Armed Services Leave (30 Days or Less) has been exceeded, Workday will automatically update the LOA to the Armed Services Leave (31 Days or More).</p> <p><b>NOTE:</b> If you correctly processed the Armed Services event by first entering the Unpaid&gt;Armed Services - 30 Days or Less <u>and</u> did not enter a future dated Return from Leave event, then you do not have to manually enter the Unpaid&gt;Armed Services - 31 or More Days event.</p>	<p align="center"><b>VIEW ONLY</b></p> <p><b>Armed Services Leave (31 Days or More)</b></p> <p><b>**If the LOA event goes beyond 30 Days, Workday will automatically update the LOA to 31 or More Days</b></p>	<p align="center"><b>VIEW ONLY</b></p> <p>Continuous</p>	<p align="center"><b>VIEW ONLY</b></p> <p>Unpaid (Benefit Impact)</p>	<p align="center"><b>VIEW ONLY</b></p> <p>No</p>	<p align="center"><b>VIEW ONLY</b></p> <p>Workday will automatically update the Unpaid&gt;Armed Services - 30 Days or Less Event to:</p> <p>Unpaid&gt;Armed Services - 31 or More Days</p>	<p align="center"><b>VIEW ONLY</b></p> <p>The HRC will instruct the employee, manager, and timekeeper the following:</p> <p><b>Leave the timesheet blank</b></p> <p>*Because the "Armed Services Leave" is entered as unpaid by Workday, no time off code is required on the timesheet.</p>	<p align="center"><b>VIEW ONLY</b></p> <p>NA</p>
<p>Military Administrative Leave provides State employees who 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.</p> <p><b>Employees may use only their accrued leave or Military Admin leave, but not both at the same time.</b></p> <p><b>Note:</b> Leave accruals are calculated after the employee returns from Military Admin leave.</p>	<p><b>Military Administrative</b></p>	<p>Continuous</p>	<p>Unpaid (Benefit Impact)</p>	<p>No</p>	<p>Use:</p> <p><b>Unpaid&gt;Military Administrative</b></p> <p>*Place a note in the Comments section of the actual approved leave dates.</p>	<p><b>Leave the timesheet blank</b></p>	<p>NA</p>

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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 <b>30 days of organ donation</b> leave to serve as an organ donor. Employee must contact their human resources office to apply	<b>Organ Donation</b>	Continuous	Paid	<u>Yes</u>	Use: <b>Paid&gt;Organ Donation</b>  *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: <b>Organ Donation-Continuous</b>
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 <b>30 days of organ donation</b> leave to serve as an organ donor. Employee must contact their human resources office to apply	<b>Organ Donation</b>	Intermittent	Paid	No	Use: <b>Paid&gt;Intermittent Time Off Approval Range</b>  *Place a note in the Comments section of the actual approved leave dates.	Use: <b>Organ Donation-Intermittent</b>	<b>NA</b>
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>	<b>Personal</b>	Continuous	Unpaid (Benefit Impact)	<u>Yes</u>	Use: <b>Unpaid&gt;Personal</b>  *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: <b>Leave the timesheet blank</b>  *Because the Personal Leave is entered as unpaid by HR, no time off code is required on the timesheet.	Use: <b>Personal - Leave Without Pay (Timesheet)</b>

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Leave for a designated <b>Public Health</b> situation up to 90 days	<b>Public Health</b>	Continuous	Paid	<u>Yes</u>	Use: <b>Paid&gt;Public Health</b>  *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: <b>Leave the timesheet blank</b>  *Because the Public Health Leave is entered by HR, no time off code is required on the timesheet.	Use: <b>Public Health (Timesheet)</b>
Unpaid leave due to a suspension	<b>Suspension</b>	Continuous	Unpaid (Benefit Impact)	No	Use: <b>Unpaid&gt;Suspension</b>  *Enter the suspension dates in the Comments section.	Use: <b>Leave the timesheet blank</b>  *Because the Suspension Leave is entered by HR, no time off code is required on the timesheet.	<b>NA</b>
Leave due to a Temporary Partial Disability. Can occur after IWIF Approved Accident.  <b>Note:</b> Leave accruals are calculated after the employee returns from TTD. The agency will calculate and process a leave balance adjustment	<b>Temporary Total Disability</b>	Continuous	Unpaid (Benefit Impact)	No	Use: <b>Unpaid&gt;Temporary Total Disability (Unpaid)</b>  * Place a note in the Comments section of the actual approved leave dates.	Use: <b>Leave the timesheet blank</b>  *Because the TTD Leave is entered by HR, no time off code is required on the timesheet.	<b>NA</b>