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 eliminiate 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.

5. If an employee has not returned from a continuous LOA event and the LOA needs to be extended, then complete a RTW 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 LOA event using the same date as the RTW date. Example: First LOA event is from 1/2/2017 to 1/9/2017. The RTW date would be 1/10/2017. Then the second LOA date would also begin on 1/10/2017. Although the person did not actually RTW on 1/10/2017, Workday requires a RTW event for each LOA event (note #4 above).

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	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 NOT 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 **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	_Yes_	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**

Leave of Absence and Corresponding Time Off Codes

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	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 NOT Entered by HR*
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. *up to 15 days of Disaster Service Leave in any 12 month period	**Disaster Service**	Continuous	Paid	*Yes*	Use: **Paid>Disaster Service** *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 Disaster Service is entered by HR, no time off code is required on the timesheet.	Use: **Disaster Service**
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	**FMLA**	Continuous	Paid	*Yes*	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 Place Employee on Leave - 7 Day Increment Requirement 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 Emloyee Donation**

Leave of Absence and Corresponding Time Off Codes

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	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 NOT Entered by HR*
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 Emloyee 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**

Leave of Absence and Corresponding Time Off Codes

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	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 NOT Entered by HR*
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	**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**

Leave of Absence and Corresponding Time Off Codes

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	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 NOT Entered by HR*
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.	**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**
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.	**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**
Leave for certain medical reasons for themselves or a family member that is not covered under FMLA for up to 6 months	**Medical Leave**	Continuous	Unpaid	*Yes*	Use: **Unpaid>Medical Leave** *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 the Medical Leave is entered as unpaid by HR, no time off code is required on the timesheet.	Use **Medical Leave Without Pay**

Leave of Absence and Corresponding Time Off Codes

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	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 NOT Entered by HR*
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	*Yes*	Use: **Paid>Military** *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** *The LOA event in Workday will automatically pay the worker for Military Leave.	Use **Military - Intermittent**
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 accural.	**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**

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	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 NOT Entered by HR*
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. Some employees on Unpaid Military Administrative leave may use their Annual Leave, Personal Leave or Compensatory Time to receive a partial paycheck while they are away. **Note**: Leave accruals are calculated after the employee returns from Military Admin leave.	**Military Administrative**	Continuous	Unpaid	No	Use: **Unpaid>Military Administrative** *Place a note in the Comments section of the actual approved leave dates.	The following time off codes will be accepted by Workday for employees who want to receive partial pay: **Annual Leave** **Personal Leave** **Compensatory Time** **Cash Overtime Compensatory Time** Otherwise, **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	*Yes*	Use: **Paid>Organ 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** *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**

Leave of Absence and Corresponding Time Off Codes

Leave Type Description	Leave Type	Intermittent/ Continuous	Paid or Unpaid	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 NOT Entered by HR*
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 *This is not Personal days.*	**Personal**	Continuous	Unpaid	<u>*Yes*</u>	Use: **Unpaid>Personal** *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: **NONE** *Because the Personal Leave is entered as unpaid by HR, no time off code is required on the timesheet.	Use: **Personal - Leave Without Pay**
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.	**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. **Note**: Leave accruals are calculated after the employee returns from TTD. The agency will calculate and process a leave balance adjustment	**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**