Leave of Absence Instructions 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, how to code the timesheet, and any guidelines that govern the use of a leave type.

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 for an <u>unpaid</u> LOA at 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.
     i. <u>Example:</u> 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).
7. Some leave of absence events require HR to follow the 7-day increment guidelines when entering the transaction. Not using this will prevent the LOA event from being processed. For more information and guidance on applying this to the dates of the requested LOA transaction, refer to the "**_Place Employee on Leave - 7 Day Increment Requirement_**" quick guide.

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Leave Type Description	Leave Type	Intermittent/ Continuous	Benefit Subsidy Eligibility	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 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	Yes	Paid	***Yes*** *(Refer to Place Employee on Leave - 7 Day Increment Requirement quick guide for further instructions.)*	Use: **Paid>Bone Marrow Donation** *Place a note in the Comments section of the actual approved leave dates.	*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: **Bone Marrow Donation Time Off**
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	Yes	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 Donation Time Off**	**N/A**
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	Yes	Paid	***Yes*** *(Refer to Place Employee on Leave - 7 Day Increment Requirement quick guide for further instructions.)*	Use: **Paid>Disaster Service** *Place a note in the Comments section of the actual approved leave dates.	*Leave the timesheet blank* *The Disaster Service LOA event will pay the employee. Do not use any time off codes on the timesheet.	Use: **Disaster Service Time Off**

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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	Yes	Paid	*Yes* *(Refer to Place Employee on Leave - 7 Day Increment Requirement quick guide for further instructions.)*	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.	Use the appropriate leave time off code: **Annual Leave Personal Leave Sick Compensatory Time Leave Bank Employee Donation Pandemic Carryover**	Use the appropriate **Intermittent** time off code: **FMLA Interm Annual Leave FMLA Interm Personal Leave FMLA Interm Sick Leave FMLA Interm Comp Time FMLA Leave Bank - Interm FMLA Employee Donation – Interm FMLA Interm Pandemic Carryover**
Job-protected leave to employees who meet FMLA's eligibility requirements for certain medical reasons for themselves or a family member	**FMLA**	Continuous	Yes	**Unpaid (Benefit Impact)**	*Yes* *(Refer to Place Employee on Leave - 7 Day Increment Requirement quick guide for further instructions.)*	Use: **Unpaid>FMLA (Unpaid)** Possible Reasons: **Medical - Family Medical - Self Other** *Place a note in the Comments section of the actual approved leave dates.	***Leave the timesheet blank** *Because the FMLA is entered as unpaid by HR, no time off code is required on the timesheet.	Use: **FMLA Leave Without Pay**

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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**	Intermittent	Yes	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 **Intermittent** time off code: **FMLA Interm Annual Leave FMLA Interm Personal FMLA Interm Sick Leave FMLA Interm Comp Time FMLA Leave Bank - Interm FMLA Donation – Interm FMLA Interm Pandemic**	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	Yes	**Unpaid (Benefit Impact)**	No	Use: **Paid> Intermittent Time Off Approval Range** *Place a note in the Comments section of the actual approved leave dates.	Use: **FMLA 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 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	Yes	Paid	<u>*Yes*</u> *(Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> quick guide for further instructions.)*	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.	Use the appropriate leave time off code: **Annual Leave Personal Leave Sick Compensatory Time Leave Bank Employee Donation Pandemic Carryover**	Use the appropriate **Intermittent** time off code: **FMLA Interm Service Member Annual Leave** **FMLA Interm Service Member Personal Leave FMLA Interm Service Member Sick Leave FMLA Interm Service Member Comp Time FMLA Service Member Leave Bank - Interm FMLA Service Member Employee Donation – Interm FMLA Interm Service Member Pandemic Carryover**
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	Yes	**Unpaid (Benefit Impact)**	<u>*Yes*</u> *(Refer to <u>Place Employee on Leave - 7 Day Increment Requirement</u> quick guide for further instructions.)*	Use: **Unpaid>FMLA for Service Member (Unpaid)** **Possible Reasons:** **Medical - Family Medical - Self Other** *Place a note in the Comments section of the actual approved leave dates.	*Leave the timesheet blank* *Because the FMLA is entered as unpaid by HR, no time off code is required on the timesheet.*	Use: **FMLA-Service Member Leave Without Pay**

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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	Yes	Paid	No	Use: **Paid> IWIF Approved Accident**	*The IWIF Approved Accident 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	Yes	Paid	No	Use: **Paid>Intermittent Time Off Approval Range**	Use: **IWIF Approved Accident Leave**	**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	Yes	**Unpaid (Benefit Impact)**	*Yes* (Refer to *Place Employee on Leave - 7 Day Increment Requirement* quick guide for further instructions.)	Use: **Unpaid>Medical Leave** *Place a note in the Comments section of the actual approved leave dates.	**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 Type Description	Leave Type	Intermittent/ Continuous	Benefit Subsidy Eligibility	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 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	Yes	Paid	**_Yes_** *(Refer to Place Employee on Leave - 7 Day Increment Requirement quick guide further instructions.)*	Use: **Paid>Military** *Place a note in the Comments section of the actual approved leave dates.	**Military - Continuous** *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	Yes	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. **IMPORTANT:** All Armed Services LOA events must be processed as **Unpaid>Armed Services - 30 days or Less**. If the employee goes beyond 30 days, then Workday will automatically update the LOA event of Unpaid>Armed Services - 31 or More Days. **IMPORTANT:** DO NOT future date a Return from Leave event for Unpaid>Armed Services - 30 Days. **Quick Guide: Armed Services Leave**	**Armed Services Leave (30 Days or Less)** ****All Armed Services LOA Events must be processed as 30 Days or Less**	Continuous	Yes	**Unpaid (Benefit Impact)**	No	Use: **Unpaid>Armed Services - 30 Days or Less** *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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==VIEW ONLY== 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). **NOTE:** If you correctly processed the Armed Services event by first entering the Unpaid>Armed Services - 30 Days or Less and did not enter a future dated Return from Leave event, then you do not have to manually enter the Unpaid>Armed Services - 31 or More Days event. Quick Guide: Armed Services Leave	==VIEW ONLY== **Armed Services** **Leave (31 Days or More)** ****If the LOA event goes beyond 30 Days, Workday will automatically update the LOA to 31 or More Days**	==VIEW ONLY== Continuous	**No (Employee pays full cost)**	==VIEW ONLY== **Unpaid** **(Benefit Impact)**	==VIEW ONLY== No	==VIEW ONLY== **Workday will automatically update** the Unpaid>Armed Services - 30 Days or Less Event to: Unpaid>Armed Services - 31 or More Days	==VIEW ONLY== **The HRC will instruct the employee,** **manager, and timekeeper the following:** **Leave the timesheet blank** *Because the "Armed Services Leave" is entered as unpaid by Workday, no time off code is required on the timesheet.	==VIEW ONLY== **NA**
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.== Employees may use only their accrued leave or Military Admin leave, but not both at the same time. **Note**: Leave accruals are calculated after the employee returns from Military Admin leave. Quick Guide: Military Administrative Leave	**Military Administrative**	Continuous	**Yes (State pays full cost for Medical, Prescription & Dental)**	**Unpaid** **(Benefit Impact)**	No	Use: **Unpaid>Military Administrative** *Place a note in the Comments section of the actual approved leave dates.	**Leave the timesheet blank**	**NA**

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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 **30 days of organ donation** leave to serve as an organ donor. Employee must contact their human resources office to apply	**Organ Donation**	Continuous	Yes	Paid	***Yes*** *(Refer to Place Employee on Leave - 7 Day Increment Requirement quick guide for further instructions.)*	Use: **Paid>Organ Donation** *Place a note in the Comments section of the actual approved leave dates.*	Use: **Organ Donation-Continuous** *The LOA event in Workday will automatically pay the worker for Organ Donation.*	Use: **Organ Donation-Intermittent**
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	Yes	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**
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	**Yes (Up to 30 days of leave)**	**Unpaid (Benefit Impact)**	***Yes*** *(Refer to Place Employee on Leave - 7 Day Increment Requirement quick guide for further instructions.)*	Use: **Unpaid>Personal** *Place a note in the Comments section of the actual approved leave dates.*	Use: **Leave the timesheet blank** *Because the Personal Leave is entered as unpaid by HR, no time off code is required on the timesheet.*	Use: **Personal - Leave Without Pay**

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Leave for a designated **Public Health** situation up to 90 days	**Public Health**	Continuous	Yes	Paid	***Yes*** *(Refer to Place Employee on Leave - 7 Day Increment Requirement quick guide for further instructions.)*	Use: **Paid>Public Health** *Place a note in the Comments section of the actual approved leave dates.	**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	**Yes (Up to 30-days of leave)**	**Unpaid (Benefit Impact)**	No	Use: **Unpaid>Suspension** *Enter the suspension dates in the Comments section.	Use: **Leave the timesheet blank** *Because the Suspension Leave is entered by HR, no time off code is required on the timesheet.	**NA**
An injured employee may be entitled to temporary total benefits for loss of wages according to the Maryland Workers' Compensation Act only after all available accident leave has been used. **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	Yes	**Unpaid (Benefit Impact)**	No	Use: **Unpaid>Temporary Total Disability (Unpaid)** * Place a note in the Comments section of the actual approved leave dates.	Use: **Leave the timesheet blank** *Because the TTD Leave is entered by HR, no time off code is required on the timesheet.	**NA**