

Employee Pay Codes for Time Off Requests



Employees are allowed to choose specific pay codes when submitting a time off request. Additional selections are available if the employee has an open and approved extended leave case. The selections will vary based on the type of leave case, as indicated in the chart below.

EMPLOYEE	EMPLOYEE FMLA	EMPLOYEE MILITARY CAREGIVER	EMPLOYEE MILITARY
Annual Leave Taken	Annual Leave Taken	Annual Leave Taken	Annual Leave Taken
Comp Time Taken	Comp Time Taken	Comp Time Taken	Comp Time Taken
Excess Annual Leave	Excess Annual Leave	Excess Annual Leave	Excess Annual Leave
Holiday Bank Taken	FMLA Annual Leave Taken	Holiday Bank Taken	Holiday Bank Taken
Jury Duty	FMLA Comp Time Taken	Jury Duty	Jury Duty
Leave Without Pay	FMLA Excess Annual Leave	Leave Without Pay	Leave Without Pay
Personal Leave Taken	FMLA Holiday Bank Taken	Military Caregiver Annual Leave	Military Leave - Federal
Sick Leave Taken	FMLA Leave Without Pay	Military Caregiver Comp Leave	Military Leave - State
	FMLA Personal Leave Taken	Military Caregiver Excess Annual Leave	Military Leave Without Pay
	FMLA Sick Leave Taken	Military Caregiver Holiday Leave	Personal Leave Taken
	Holiday Bank Taken	Military Caregiver LWOP	Sick Leave Taken
	Jury Duty	Military Caregiver Personal Leave	
	Leave Without Pay	Military Caregiver Sick Leave	
	Personal Leave Taken	Personal Leave Taken	
	Sick Leave Taken	Sick Leave Taken	
EMPLOYEE FMLA/MILITARY CAREGIVER	EMPLOYEE FMLA/MILITARY CAREGIVER/MILITARY	EMPLOYEE FMLA/MILITARY	EMPLOYEE MILITARY CAREGIVER/MILITARY
Annual Leave Taken	Annual Leave Taken	Annual Leave Taken	Annual Leave Taken
Comp Time Taken	Comp Time Taken	Comp Time Taken	Comp Time Taken
Excess Annual Leave	Excess Annual Leave	Excess Annual Leave	Excess Annual Leave
FMLA Annual Leave Taken	FMLA Annual Leave Taken	FMLA Annual Leave Taken	Holiday Bank Taken
FMLA Comp Time Taken	FMLA Comp Time Taken	FMLA Comp Time Taken	Jury Duty
FMLA Excess Annual Leave	FMLA Excess Annual Leave	FMLA Excess Annual Leave	Leave Without Pay
FMLA Holiday Bank Taken	FMLA Holiday Bank Taken	FMLA Holiday Bank Taken	Military Leave - Federal
FMLA Leave Without Pay	FMLA Leave Without Pay	FMLA Leave Without Pay	Military Leave - State
FMLA Personal Leave Taken	FMLA Personal Leave Taken	FMLA Personal Leave Taken	Military Leave Without Pay
FMLA Sick Leave Taken	FMLA Sick Leave Taken	FMLA Sick Leave Taken	Military Caregiver Annual Leave
Holiday Bank Taken	Holiday Bank Taken	Holiday Bank Taken	Military Caregiver Comp Leave
Jury Duty	Jury Duty	Jury Duty	Military Caregiver Excess Annual Leave
Leave Without Pay	Leave Without Pay	Leave Without Pay	Military Caregiver Holiday Leave
Military Caregiver Annual Leave	Military Leave - Federal	Military Leave - Federal	Military Caregiver LWOP
Military Caregiver Comp Leave	Military Leave - State	Military Leave - State	Military Caregiver Personal Leave
Military Caregiver Excess Annual Leave	Military Leave Without Pay	Military Leave Without Pay	Military Caregiver Sick Leave
Military Caregiver Holiday Leave	Military Caregiver Annual Leave	Personal Leave Taken	Personal Leave Taken
Military Caregiver LWOP	Military Caregiver Comp Leave	Sick Leave Taken	Sick Leave Taken
Military Caregiver Personal Leave	Military Caregiver Excess Annual Leave		
Military Caregiver Sick Leave	Military Caregiver Holiday Leave		
Personal Leave Taken	Military Caregiver LWOP		
Sick Leave Taken	Military Caregiver Personal Leave		
	Military Caregiver Sick Leave		
	Personal Leave Taken		
	Sick Leave Taken		