## **ODOC Time/Leave Codes**

The following codes will be used when recording time worked and leave taken on the monthly time/leave sheet. The code will always be preceded by the appropriate number of hours with the exception of day off (DO) and terminated (T).

offi $A =$ An $S =$ Sic $M =$ Mil $AE =$ Ad $We$ We $MO =$ Mil $PS =$ Su $O =$ Lea $UA =$ Un $C =$ Co $UA =$ Un $C =$ Co $TA =$ Wo $TS =$ Wo $TT =$ Wo $TT =$ Wo $TT =$ Wo $AA =$ Ad $AA =$ Ad $WL =$ Sh	re Fighter, reserve municipal police ficer or reserve deputy sheriff nnual leave ick leave ilitary leave dministrative leave earned (hazardous eather) ilitary leave without pay uspension with pay eave without pay (approved) nauthorized absence ompensatory used exempt employees only) /orkers comp, annual supplement * /orkers comp, leave without pay * /orkers comp, leave without pay * /orkers comp, donated leave *	J = HU = HE = AU = XO = P = E = DL = FA = FO = FD = FD = FD = FH = T =	Jury duty Holiday used Holiday earned Administrative leave used (hazardous weather) Suspension without pay Professional/Organizational leave Enforced leave Donated annual/sick leave Family leave, annual Family leave, annual Family leave, sick Family leave, leave without pay Family leave, leave without pay Family leave, holiday Terminated (resignation, retirement, discharge, death, transfer to other state
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AC = Ad WL = Sh	dministrative leave	FC=	Family leave, compensatory time (exempt
WL = Sh	ffice closed/unsafe working conditions)		employees only)
	dministrative leave/cooling off period	WB=	Shift briefing attended
	hift briefing led/conducted	WC=	Hours worked for CERT training
MA = Mil	ilitary family leave, annual	MC =	Military family leave, compensatory time
			(exempt employees only)
	ilitary family leave, sick	MD =	Military family leave, donated leave
	ilitary family leave, holiday	MX =	Military family leave, leave without pay
-	ours worked for TEMP EMPLOYEES NLY	ZO =	Involuntary leave without pay (Furlough)
FT = Tra	racking unpaid FMLA for TEMPORARY	JT =	Tracking unpaid Jury leave for
EN	MPLOYEES		TEMPORARY EMPLOYEES
	racking unpaid Military leave for EMPORARY`EMPLOYEES	EVT =	Evening shift, Patient Care Assistant I/II
EVU = Ev	vening shift, Licensed Practical Nurse	EVV =	Evening shift, Registered Nurse I/II/III
	ight shift, Patient Care Assistant I/II	MDX =	Night shift, Licensed Practical Nurse I/II
	ight shift, Registered Nurse I/II/III	ROD =	Rotating shift, Patient Care Assistant I/II
•	otating shift, Licensed Practical Nurse	ROF =	Rotating shift, Registered Nurse I/II/III

\* Time/leave sheet entries for all workers' compensation codes (TA, TS, TT, TD, TF) will only be made by the Central Human Resources unit.