

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).

W =	Hours worked/Time off to vote, Volunteer Fire Fighter, reserve municipal police officer or reserve deputy sheriff	DO =	Day off
A =	Annual leave	J =	Jury duty
S =	Sick leave	HU =	Holiday used
M =	Military leave	HE =	Holiday earned
AE =	Administrative leave earned (hazardous weather)	AU =	Administrative leave used (hazardous weather)
MO =	Military leave without pay	XO =	Suspension without pay
PS =	Suspension with pay	P =	Professional/Organizational leave
O =	Leave without pay (approved)	E =	Enforced leave
UA =	Unauthorized absence	DL =	Donated annual/sick leave
C =	Compensatory used (exempt employees only)	FA =	Family leave, annual
TA =	Workers comp, annual supplement *	FS =	Family leave, sick
TS =	Workers comp, sick supplement *	FO =	Family leave, leave without pay
TT =	Workers comp, leave without pay *	FD =	Family leave, donated leave
TF =	Workers comp, LWOP/FMLA *	FH =	Family leave, holiday
TD =	Workers comp, donated leave *	T =	Terminated (resignation, retirement, discharge, death, transfer to other state agency)
AA =	Administrative leave (office closed/unsafe working conditions)	FC=	Family leave, compensatory time (exempt employees only)
AC =	Administrative leave/cooling off period	WB=	Shift briefing attended
WL =	Shift briefing led/conducted	WC=	Hours worked for CERT training
MA =	Military family leave, annual	MC =	Military family leave, compensatory time (exempt employees only)
MS =	Military family leave, sick	MD =	Military family leave, donated leave
MH =	Military family leave, holiday	MX =	Military family leave, leave without pay
WT =	Hours worked for TEMP EMPLOYEES ONLY	ZO =	Involuntary leave without pay (Furlough)
FT =	Tracking unpaid FMLA for TEMPORARY EMPLOYEES	JT =	Tracking unpaid Jury leave for TEMPORARY EMPLOYEES
MT =	Tracking unpaid Military leave for TEMPORARY EMPLOYEES	EVT =	Evening shift, Patient Care Assistant I/II
EVU =	Evening shift, Licensed Practical Nurse I/II	EVV =	Evening shift, Registered Nurse I/II/III
MDW=	Night shift, Patient Care Assistant I/II	MDX =	Night shift, Licensed Practical Nurse I/II
MDY =	Night shift, Registered Nurse I/II/III	ROD =	Rotating shift, Patient Care Assistant I/II
ROE =	Rotating shift, Licensed Practical Nurse I/II	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.