***Please distribute this alert to any users within your agency who are responsible for processing human resource transactions.***

**Separation Reason Code 44**

* Information regarding a new separation action reason.

Effective Monday, June 13, 2016, the following separation action reason will be available for use in SAP:

 **Reason Code:** 44

 **Reason for Action:** Dis/Rem-Unath Abs/No Lv Entlmt

The new action reason will be used to indicate employees who are terminated due to period(s) of unauthorized absences that resulted from exhausting their paid leave and FMLA/SPF entitlement.

The reason code has been configured similar to other dismissal action reasons and will generate a QSEP record on IT2012.

**Questions?**
If you have any questions regarding Separation Reason Code 44, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.