

Time Manual, Appendix B

Absence Definitions Table

A/A CODE	DESCRIPTION	DEACTIVATION DATE	WAGE TYPE	REGARDED AS HRS WORKED FOR OT*
A	Pd-Annual		2800	Y
ADMN	Pd-Administrative		2830	Y
AEM	Pd-Annual Emergency		28AE	Y
AEX	Pd-Annual Extraordinary		28AX	Y
AI	WRI-Annual		2881	Y
AM	WRI-Annual:Med Appt		2887	Y
AM2	Pd-Annual: Military		28M0	Y
AM3	Pd-Annual: Military Non-USERRA		28MD	Y
AO	UnPd-Absence (Approved)		2900	N
AOM2	UnPd-Absence: Military (Approved)		29M1	N
AOM3	UnPd-Absence: Military Non-USERRA (Approved)		29M4	N
AW	UnPd-Absence (Unapproved)		2910	N
BIF	Budget Related: Furlough		2936	N
BIL	Budget Related: LWOP		2935	N
BL	Pd-H1&D4-Brv	12/13/14	2840	N
C4	UnSchd Comb Lv >3		2857	N
C4F	UnSchd Comb Lv App Frg >3	5/30/09	2857	N
C4U	UnSchd Comb Lv UnFor >3	5/30/09	2858	N
CDL	Pd-CDL-Drug Test		2890	Y
CI	WRI-H1-Comb		2882	Y
CIVL	Pd-Civil		2850	N (except BU R4)
CM	WRI-H1-Comb:Med Appt		2895	Y
CMM2	Pd-Compensatory: Military		28M3	Y
CMM3	Pd-Compensatory: Military Non-USERRA		28MF	Y
CN	UnSchd Comb Lv <4		2855	Y
CNF	UnSchd Comb Lv App Frg <4	5/30/09	2855	Y
CNU	UnSchd Comb Lv Unfor <4	5/30/09	2856	Y
COFF	Pd-Call Off		2806	N
COMP	Pd-Compensatory		2852	Y
CP	Pd-H1-Comb-Prschld		2854	Y
CPM2	Pd-Combined PreS: Military		28M5	Y
CPM3	Pd-Combined PreS: Military Non-USERRA		28MH	Y
CY	UnPd-Cyclical		2915	N
DA	WRI-Act 534/632		2878	Y
DH	WRI-Heart/Lung		2879	Y
DL	WRI-Wrk-Related		2877	N
ED	Pd-Educational		2860	N
FL	UnPd-Family Care		2905	N
H	Holiday/Comp lieu Holiday		2870	Y
HI	WRI-Holiday		2883	Y
HM2	Pd-Holiday: Military		28M4	Y

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HM3	Pd-Holiday: Military Non-USERRA		28MG	Y
HO	UnPd-Holiday Approved		2929	N
HOM2	UnPd-Holiday: Military		29M0	N
HOM3	UnPd-Holiday: Military Non-USERRA		29M5	N
IE	Pd-Indep Med Exam		2891	Y
IM	WRI-LWOP/WB Med Appt.		2907	N
IO	WRI-UnPd-Injury w/Ben		2906	N
IW	WRI-UnPd-Injury		2916	N
LS	UnPd-Legal Strike		2913	N
M	Pd Mil Orig 15	6/13/14	2875	N
M2	Pd Mil Orig 15-N SERS/N5		2843	N
M3	Pd Mil Orig 15-N SERS/Max		2846	N
MA	WRI-Act 534/632: Med Appt		2888	Y
MAC2	Pd Mil Act-N SERS/N5		2844	N
MAC3	Pd Mil Act-N SERS/Max		2847	N
MACT	Pd Mil Act	6/13/14	2873	N
MASG	Pd Mil Acv St Svc		2876	N
MEB2	Pd Mil EBR-N SERS/N5		2845	N
MEB3	Pd Mil EBR-N SERS/Max		2848	N
MEBR	Pd Mil EBR	6/13/14	2874	N
MH	WRI-Heart/Lung:Med Appt		2889	Y
ML	WRI-Wrk-Related:Med Appt		2892	N
MO	UnPd-Military w/Ben		2904	N
MO4	UnPd-Mil-Y5 w/Ben		2908	N
MW	UnPd-Military		2918	N
MW4	UnPd Mil Y5		2919	N
NPB	UnPd-NPer-Brv		2925	N
NPC	UnPd-NPer-Office Closing		2922	N
NPF	UnPd-NPer-Family Illness		2924	N
NPH	UnPd-NPer-Holiday		2926	N
NPI	UnPd-NPer-Emp Illness		2920	N
NPP	UnPd-NPer-Personal		2921	N
NPU	UnPd-NPer-Unauthorized		2923	N
P	Pd-Personal		2820	Y
PE	Pd-Personal Extraordinary		2821	Y
PI	WRI-Personal		2884	Y
PM	WRI-Personal: Med Appt		2893	Y
PM2	Pd-Personal: Military		28M1	Y
PM3	Pd-Personal: Military Non-USERRA		28ME	Y
PO	UnPd-Parental w/Ben		2902	N
POC	Pd-Office Closing		2807	N
PW	UnPd-Parental		2914	N
S	Pd-Sick		2810	Y (Except BU M1/M2/R1/R2)
SA	WRI-H1Sick L/T:Med Appt		2896	Y
SAB	Pd-Sabbatical		2865	N

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SB	Pd-Sick Brv		2811	Y (Except BU M1/M2/R1/R2)
SC	Pd-Sick-Additional SF		2812	Y (Except BU M1/M2/R1/R2)
SD	Pd-H1-Sick Bereavement		2813	Y
SF	Pd-Sick Family		2814	Y (Except BU M1/M2/R1/R2)
SI	WRI-Sick		2885	Y (Except BU M1/M2/R1/R2)
SJ	WRI-H1-Sick L/T Injury		2886	Y
SL	Pd-H1-Sick L/T-Emp Ill		2815	Y
SM	WRI-Sick:Med Appt		2894	Y (Except BU M1/M2/R1/R2)
SM2	Pd-Sick: Military		28M2	Y (Except BU M1/M2/R1/R2)
SO	UnPd-Sick w/Ben		2901	N
SOM2	Sick LWOP w/Ben: Mil PSP		29M2	N
SPO	UnPd-Suspns w/Ben		2912	N
SPP	Suspension With Pay		2825	Y
SPW	UnPd-Suspns		2931	N
SRA	Suspns-Remove Annual		2808	N
SS	Pd-H1-Stress Day		2880	Y
SW	UnPd-Sick		2917	N
T	UnPd-Tardy (unexcused)		2911	N
UB	UnPd-Union Business		2903	N
UOC	UnPd-Office Closing		2932	N
VA	Vacation Sel. Approval		N/A	N/A
VR	Vacation Sel. Rejection		N/A	N/A
VS	Vacation Selection		N/A	N/A
YA	FMLA/SPF Annual		2831	Y
YAM2	FMLA/SPF Annual: Mil		28M6	Y
YC	FMLA Combined		2841	Y
YCM2	FMLA Combined: Mil		28M7	Y
YCMP	FMLA/SPF Comp		2842	Y
YCP2	FMLA/SPF Comp: Mil		28M8	Y
YH	FMLA/SPF Holiday		2832	Y
YHM2	FMLA/SPF Holiday: Mil		28M9	Y
YP	FMLA/SPF Personal		2833	Y
YPM2	FMLA/SPF Personal: Mil		28MA	Y
YS	FMLA/SPF Sick		2834	Y (Except BU M1/M2/R1/R2)
YSM2	FMLA/SPF Sick: Mil		28MB	Y (Except BU M1/M2/R1/R2)
YSC	FMLA/SPF Add'l Sick Fam		2835	Y (Except BU M1/M2/R1/R2)

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YSF	FMLA/SPF Sick Family		2836	Y (Except BU M1/M2/R1/R2)
YUFO	FMLA/SPF UnPd-Fam Care		2940	N
YUFW	ESPF UnPd-Fam Care		2941	N
YUS2	FMLA/SPF UnPd Sick: Mil		29M3	N
YUMC	UnPd-Mil Care		2947	N
YUME	UnPd-Mil Exig		2946	N
YUPO	FMLA/SPF UnPd-Parental		2942	N
YUPW	ESPF UnPd-Parental		2943	N
YUSO	FMLA/SPF UnPd-Sick		2944	N
YUSW	ESPF-UnPd-Sick		2945	N
YZD	Donated Employee		2837	Y (Except BU M1/M2/R1/R2)
YZDF	Donated Family Member		2838	Y (Except BU M1/M2/R1/R2)
YZD2	Donated Employee: Military		28MC	Y (Except BU M1/M2/R1/R2)
YZSE	Spec Ext		2839	Y (Except BU M1/M2/R1/R2)

*BU H1 – where a C4 absence occurs in the pay period in which overtime is worked, **all absences** (even absences not coded as combined leave) will not be regarded as hours worked for overtime. Reminder: Regardless of contract provisions, the FLSA rules must be followed, which are 86 hours biweekly for corrections officers, and 80 hours for psychiatric security aides.