Absence Definitions Table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TARS CODE | DESCRIPTION | SAP R/3 A/A CODE | Premium ID | Wage Type |
| Unpaid Absences | | | | |
| AO | Approved Absence Without Pay | AO |  | 2900 |
| ~~New~~ | ~~Approved Absence Without Leave/Benefits~~ | ~~AOW~~ | Deleted 03/31 | ~~2927~~ |
| AW | Unauthorized Absence Without Leave | AW |  | 2910 |
| ~~New~~ | ~~Unauthorized Absence Without Leave/Benefits~~ | ~~AWW~~ | Deleted 03/31 | ~~2928~~ |
| CY | Cyclical Leave Without Pay With Benefits | CY |  | 2915 |
| FL | Family Care Leave Without Pay With Benefits | FL |  | 2905 |
| New | Unpaid Holiday | HO |  | 2929 |
| IM | Work-Related Injury LWOP/WB Medical Appointment | IM |  | 2907 |
| IO | Work-Related Injury LWOP/WB | IO |  | 2906 |
| New | Work-Related Injury LWOP/WOB | IW |  | 2916 |
| LS | Legal Strike Absence | LS |  | 2913 |
| MO | Military Leave Without Pay With Benefits | MO |  | 2461 |
| MW | Military Leave Without Pay Without Benefits | MW |  | 2918 |
| CO | Parental Leave Without Pay With Benefits | PO |  | 2902 |
| CW | Parental Leave Without Pay Without Benefits | PW |  | 2914 |
| SO | Sick Leave Without Pay With Benefits | SO |  | 2901 |
| SP | Suspension | SPO |  | 2912 |
| New | Suspension W/O Benefits | SPW |  | 2931 |
| SW | Sick Leave Without Pay Without Benefits | SW |  | 2917 |
| T | Tardiness | T |  | 2911 |
| New | Unpaid Office Closing | UOC |  | 2932 |
| UB | Union Business | UB |  | 2903 |
|  |  |  |  |  |
| **New Non Perm EE Unpaid Codes** | | | | |
| New | Unpaid – Non Perm - Bereavement | NPB |  | 2925 |
| New | Unpaid – Non Perm - Office Closing | NPC |  | 2922 |
| New | Unpaid – Non Perm – Family Illness | NPF |  | 2924 |
| New | Unpaid – Non Perm - Holiday | NPH |  | 2926 |
| New | Unpaid – Non Perm – Employee Ill | NPI |  | 2920 |
| New | Unpaid – Non Perm – Personal | NPP |  | 2921 |
| New | Unpaid – Non Perm - Unauthorized | NPU |  | 2923 |
|  |  |  |  |  |
| **Paid Absences** | | | | |
| A | Annual Leave | A |  | 2800 |
| AI | Annual/Work-Related Injury | AI |  | 2881 |
| AL | Administrative Leave | ADMN | Code change 03/31 | 2830 |
| AM | Annual/Work-Related Injury Medical Appointment | AM |  | 2887 |
| BL | Bereavement Leave | BL |  | 2840 |
| New | Paid Call-Off (to be replaced later) | COFF |  |  |
| C | Civil Leave | CIVL |  | 2850 |
| ~~C4~~ | ~~Combined Leave Non-Prescheduled 4th or More Occurrence~~ | ~~C4~~ | Delete 04/23 | ~~2851~~ |
| New | Combined Leave Non-Prescheduled 4th or More Occurrence Forgiven | C4F |  | 2857 |
| New | Combined Leave Non-Prescheduled 4th or More Occurrence Unforgiven | C4U |  | 2858 |
| New | Paid Drug Test | CDL |  | 2890 |
| CI | Combined Injury Leave | CI |  | 2882 |
| CL | Compensatory Leave taken | COMP |  | 2852 |
| CM | Combined Leave Medical Appointment | CM |  | 2895 |
| ~~CN~~ | ~~Combined Leave Non-Prescheduled~~ | ~~CN~~ | Delete 04/23 | ~~2853~~ |
| New | Combined Leave Non-Prescheduled Forgiven | CNF |  | 2855 |
| New | Combined Leave Non-Prescheduled Unforgiven | CNU |  | 2856 |
| CP | Combined Leave Prescheduled | CP |  | 2854 |
| CS | Combined Leave Stress Day | SS |  | 2880 |
| DA | Act 632/534 | DA |  | 2878 |
| DH | Heart & Lung | DH |  | 2879 |
| DL | Work-Related Disability | DL |  | 2877 |
| ED | Educational Leave With Pay | ED |  | 2860 |
| H | Holiday Leave | H |  | 2870 |
| HI | Holiday/Work-Related Injury | HI |  | 2883 |
| IE | Independent Medical Examination | IE |  | 2891 |
| M | Military Leave With Pay | M |  | 2875 |
| MA | Act 632/534 Medical Appointment | MA |  | 2888 |
| MH | Heart & Lung Medical Appointment | MH |  | 2889 |
| ML | Work-Related Disability Medical Appointment | ML |  | 2892 |
| New | Military Special Governor’s Act (state of emergency) | MASG | Code change 04/23 | 2876 |
| NO | Failed to Report (Dept 081) | N/A |  | N/A |
| P | Personal Leave | P |  | 2820 |
| PI | Personal Work-Related Injury | PI |  | 2884 |
| PM | Personal Work-Related Injury Medical Appointment | PM |  | 2893 |
| New | Paid Office Closing | POC |  | 2807 |
| S | Sick Leave | S |  | 2810 |
| SA | Long-Term Sick Medical Appointment | SA |  | 2896 |
| New | Paid Sabbatical W/Benefits | SAB |  | 2865 |
| SB | Sick Bereavement | SB |  | 2811 |
| SC | Additional Sick Family Leave | SC |  | 2812 |
| SD | Sick Bereavement 4th or More Occurrence | SD |  | 2813 |
| SF | Sick Family Illness | SF |  | 2814 |
| SI | Sick Work-Related Injury | SI |  | 2885 |
| SJ | Long-Term Sick Injury Leave | SJ |  | 2886 |
| SL | Long-Term Sick - Employee Illness | SL |  | 2815 |
| SM | Sick Work-Related Injury Medical Appointment | SM |  | 2894 |
| New | Suspension Remove Annual (020) | SRA |  | 2808 |
| New | Vacation Selection Approved | VA |  | N/A |
| New | Vacation Selection Rejected | VR |  | N/A |
| New | Vacation Selection | VS |  | N/A |