TM-02 Approved Leave (Code 9000) Hierarchy

Purpose

The purpose of this job aid is to explain changes to the Approved Leave hierarchy (Attendance/Absence type 9000) and the order in which leave can be used. With changes to the Vacation & Bonus Leave policy effective 10/1/2014, an employee can choose to consume Bonus Leave before Vacation Leave.

To accommodate this policy revision, Bonus Leave was removed from the Approved Leave hierarchy effective 9/1/2015 and is now deductible with new Attendance/Absence type 9100 (Bonus Leave).

Current Approved Leave Hierarchy

9/1/2015 - 12/31/9999

22 – Holiday Comp

20 – Overtime Comp

21 – Gap Hours Comp

23 – Callback Comp

26 – On Call Comp

24 – Travel Comp

27 – Emergency Closing Comp

29 – Incentive Leave

10 – Vacation Leave

31 – Advanced Vacation Allowed

Previous Approved Leave Hierarchy

Go live - 8/31/2015

22 – Holiday Comp

20 – Overtime Comp

21 – Gap Hours Comp

23 – Callback Comp

26 – On Call Comp

24 – Travel Comp

27 – Emergency Closing Comp

29 – Incentive Leave

10 – Vacation Leave

50 – Bonus Leave

31 – Advanced Vacation Allowed

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