TM-03 Attendance Absence Types Overview

Purpose

The purpose of this job aid is to provide a list of all attendance and absence types and a description.

Attendance/Absence Types

The Attendance/Absence (A/A) Types are used when coding time in the Employee Self Service (ESS) Portal, on a payroll time sheet and in the Integrated HR-Payroll System. A/A types are available from a drop down on Time Entry screens in ESS and the Integrated HR-Payroll System. If you are not sure which A/A type to use during a given situation, please contact your agency's Time Administrator.

Active A/A Types

Code	Name	Description
9000	Approved Leave	Use this code to reflect a normal absence. This code will deduct from the employee's leave balances in the following order: Holiday Comp, Overtime Comp, Gap Hours Comp, Callback Comp, On Call Comp, Travel Comp, Emergency Closing Comp, Incentive Leave, Vacation Leave, and Advanced Vacation Leave.

Code	Name	Description
9100	Bonus Leave	Use this code when the objective is to use bonus leave prior to vacation leave. Bonus leave cannot be used prior to comp leave.
9128	CDE Comp Leave	Use this code to reflect an absence. This code will deduct from the employee's Communicable Disease Comp Time.
9200	Sick Leave	Use this code to reflect an absence due to illness. It will deduct from an employee’s Sick Leave quota, then received Shared Leave and Advanced Sick Leave, if those are available to the employee.
9238	Parental Leave (8 wks)	Shall be used by eligible State employees who have given birth for recuperation during the disability period and bonding with a newborn.
9239	Parental Leave (4 wks)	Shall be used by other eligible State employees to care for and bond with a newborn or newly adopted, fostered, or otherwise legally placed child.
9250	Bereavement Leave Family	Use this code to reflect up to forty (40) hours of paid leave for an absence related to the loss of an immediate family member. This leave must be used within 180 days of the loss.
9255	Bereavement Leave Other	Use this code to reflect an absence to attend a colleague’s funeral or memorial event. Not to exceed eight (8) hours.

Code	Name	Description
9300	Holiday Leave	Positive Time employees should record 9300 in the 30 days prior to a holiday, on the holiday, or 30 days following a holiday, to designate a holiday absence. Note: Time worked on a holiday will reduce the Holiday Quota automatically by the number of hours worked, up to 8 hours, and apply those hours to the Holiday Comp quota. Employees using Holiday Comp (not Holiday Leave) should use A/A type 9000. Negative Time employees do not record 9300.
9400	Leave Without Pay	Use this code to reflect an unpaid absence. This will result in docking of pay for the number of hours recorded.
9500	Time Worked	Use this code to record hours worked including regular hours, additional hours and time worked on a holiday.
9511	Remote Callback	Use this code to reflect the actual amount of time worked remotely. Do not add time to meet the 30-minute minimum, just actual time worked. If less than 30 minutes, the difference will be computed and added to the employee’s pay automatically.
9512	Liability Leave Makeup	Use this code to reflect hours worked specifically to pay back a leave liability. Recorded hours of 9500 in excess of the employee’s work schedule in an OT period also will pay back an outstanding liability.
9514	Work During Emergency Closing	Results in hour-for-hour comp time for hours worked during a designated emergency. Management will designate when this code applies.

Code	Name	Description
9515	Travel Time 1X	Results in hour-for-hour comp time in accordance with state policy.
9516	Callback	Use this code to reflect the actual amount of time worked, if eligible for Callback. Do not add time to reach the 2-hour minimum, just actual time worked. If less than 2 hours, the difference will be computed and added to the employee's pay automatically.
9517	On-call	Use this code to reflect time spent On-Call, but not at work. On-Call hours are accrued as Comp Time or paid at the On-Call rate specified for the position. Employee must be On-Call eligible.
9530	OMAL – Non-Discretionary	To be used for non-discretionary types of leave (1-8 listed in the OMAL policy), service on State Boards and Emergency Services.
9531	OMAL - Discretionary	To be used for any reason.
9532	OMAL – Emergency Closing	To be used when a worksite is ordered closed due to unsafe working conditions or due to a natural disaster.
9533	OMAL – Relief Efforts	To be used when the governor has provided leave to state employees for the rebuilding and cleanup of their properties after a natural disaster.
9534	OMAL - Medical	To be used for Smallpox, American Red Cross or Blood, Bone Marrow, and Organ Donation.

Code	Name	Description
9545	Adverse Weather Leave	Use this code to reflect time off during an Adverse Weather Leave event. Using this code will result in a liability being generated from the employee to the State for hours the employee must make-up in the next 90 days. Employees who do not satisfy their liability will be required to forfeit leave or be docked if sufficient leave is not available to recover the liability. Note: The Adverse Weather liability aging period was updated from 365 days to 90 days in the Adverse Weather policy revision effective 1/1/15. All liabilities incurred prior to 1/1/15 will show the 365-day aging period.
9550	Civil Leave – Jury Duty	Use this code to reflect an absence for Jury Duty.
9560	Community Service Leave	Use this code to reflect an absence for Community Service. May be used in full day increments, not to exceed 24 hours in a year.
9565	Community Service Tutoring	Use this code to reflect a Community Service absence for Tutoring. May be used in one-hour increments only, not to exceed 36 hours per year. Employees can have Community Service or Community Service for Tutoring, not both.
9566	Literacy Volunteer Leave	Use this code to reflect a Community Service absence for Literacy Volunteer Leave. Can be used in five-hour increments only, not to exceed 45 hours per year. Employees can have Community Service or Literacy Volunteer Leave, not both.

Code	Name	Description
9570	Educational Leave	Use this code to reflect an absence for Approved Educational Purposes.
9571	Personal Observance Leave	Eligible employees in participating agencies use this code for up to 8 hours for any single shift or calendar day of personal significance, including but not limited to days of cultural or religious importance. Effective beginning 6/16/2022.
9620	Military Training Leave	Use this code to reflect an absence for Military Training.
9630	Military Active Duty	Use this code to reflect the first 30 days of leave for an employee who has been called to Active Duty.
9680	Injury Absence WC	Use this code to reflect an absence to attend to medical matters related to an on-going Workers' Comp case (e.g., Doctor/PT appointments when employee has returned to work).
9685	Injury Leave	Use this code to reflect an absence due to injury on the job for law enforcement, teachers and custody officers before the matter has been turned over for Workers' Comp.
9690	Investigatory Leave	Use this code in conjunction with Action Code Z5 – Investigatory W/Pay and Reason Code 01 (Investigatory Placement Leave) or Reason Code 02 (Extended). Effective 7/1/2013.

Code	Name	Description
9718	Special Bonus FY2018	A one-time three day (24 hours) of special bonus leave, effective July 1, 2017. The leave shall remain available during the length of the employee’s employment. This leave has no cash value and is not eligible for cash-in. If not used prior to the time of separation or retirement, the special bonus leave cannot be paid out and is lost. Special Bonus FY2018 is tied to quota 56 and is reportable.
9719	Special Bonus FY19-20	Five days of Special Annual Leave Bonus, effective July 1, 2018, and an additional five days of Special Annual Leave Bonus, effective July 1, 2019, to eligible State employees. The leave shall remain available during the length of the employee's employment, notwithstanding any other limitation on the total number of days of annual leave that can be carried forward. This leave has no cash value and is not eligible for cash-in. If not used prior to the time of separation or retirement, the special annual leave bonus cannot be paid out and is lost.

Inactive A/A Types

Code	Name	Description

9513	CDE 1.50 Worked	This attendance code is used for compensation of an additional 1.5 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect. 9513 is valid through 12/31/2021.
9518	CDE 1.25 Worked	This attendance code is used for compensation of an additional 1.25 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect. 9518 is valid through 12/31/2021.
9519	CDE 1.20 Worked	This attendance code is used for compensation of an additional 1.20 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect. 9519 is valid through 12/31/2021.
9520	CDE 1.10 Worked	This attendance code is used for compensation of an additional 1.10 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect. 9520 is valid through 12/31/2021.
9521	CDE 1.05 Worked	This attendance code is used for compensation of an additional 1.05 of compensatory time for hours worked onsite for mandatory employees when the Communicable Disease Emergency is in effect. 9521 is valid through 12/31/2021.
9540	Other Mgmt. Approved Leave	This code is to be used only with the explicit consent of management to reflect time paid, not worked under a limited set of circumstances. 9540 is valid through 9/30/2019.

9547	Administrative Leave-CDE**	This absence code is used when the Communicable Disease Emergency is in effect and an employee is quarantined by a Public Health official. 9547 is valid through 5/25/2020 & 01/01/2021 - 8/14/2022. Reinstated for some agencies 8/15/22-12/31/22.
9548	State of Emergency Leave	Up to 10 days of paid leave to be used when an employee is requesting leave due to having symptoms potentially related to COVID-19. 9548 is valid 3/10/2020-5/25/2020.
9549	CDE Care Leave	Use this code to reflect time off for CDE Care Leave aligned with a FFCRA/CDE event. Using this code will result in a liability being generated from the employee to the State for hours the employee must make-up in the next 730 days. Employees who do not satisfy their liability will be required to forfeit leave or be docked if sufficient leave is not available to recover the liability. 9549 is valid through 8/14/2022.
9580	FFCRA Employee Care	FFCRA reasons 1, 2, 3 (Employee Illness). 9580 is valid 5/26/2020-12/31/2020.
9581	FFCRA Family Care	FFCRA reasons 4 & 5 First 80 hours only (if planning to use existing paid leave balances to supplement or if not supplementing leave). 9581 is valid 5/26/2020-12/31/2020.
9582	FFCRA w/Care Leave Supp*	FFCRA reason 5 First 80 hours only (if planning to use CDE Care Leave w/make-up provision to supplement). 9582 is valid 5/26/2020-12/31/2020.

9583	FFCRA EFMLEA	FFCRA reason 5 remaining FML entitlement not to exceed 10 weeks (if planning to use existing paid leave balances to supplement or if not supplementing leave). 9583 is valid 5/26/2020-12/31/2020.
9584	FFCRA EFMLEA w/Care Lv*	FFCRA reason 5 remaining FML entitlement not to exceed 10 weeks (if planning to use CDE Care Leave w/make-up provision to supplement). 9584 is valid 5/26/2020-12/31/2020.
9585	CDE Eldercare/No TLW	For Eldercare and/or employees whose work cannot be performed remotely (telework), or reasonable alternate work is not feasible. Note: these reasons are not covered under FFCRA (if planning to use existing paid leave balances to supplement or if not supplementing leave). 9585 is valid 5/26/2020-6/30/2020.
9586	CDE Eldercare/No TLW w/CL*	For Eldercare and/or employees whose work cannot be performed remotely (telework), or reasonable alternate work is not feasible. Note: these reasons are not covered under FFCRA (if planning to use CDE Care Leave w/make-up provision to supplement). 9586 is valid 5/26/2020-6/30/2020.
9587	CDE Elder/No TLW 1/3	For Eldercare and/or employees whose work cannot be performed remotely (telework), or reasonable alternate work is not feasible. Note: these reasons are not covered under FFCRA (if planning to use existing paid leave balances to supplement or if not supplementing leave). 9587 is valid 7/1/2020 – 7/31/2020.

9588	CDE Elder/No TLW w/CL 1/3	Use this code when an employee attends authorized medical appointments related to ongoing workers' compensation claim during work hours after returning to work following injury due to Communicable Disease Emergency. May also be used for any injury resulting from or arising out of Communicable Disease Emergency that occurs while the employee is performing official duties. 9681 is valid through 8/14/2022.
9681	CDE Injury Absence WC	Use this code when an employee attends authorized medical appointments related to ongoing workers' compensation claim during work hours after returning to work following injury due to Communicable Disease Emergency. May also be used for any injury resulting from or arising out of Communicable Disease Emergency that occurs while the employee is performing official duties. 9681 is valid through 8/14/2022.
9710	Flexible Furlough Leave	Allows for the flexible furlough time off to be reported on employees' time sheets valid for the period of 6/1/2009 – 12/31/2009. This absence type is not tied to a quota. Usage of this absence type can be reported through the Working Times Report in MSS or PT_BAL00 for Time Administrators. Usage is displayed on the Time Statement also.
9711	FY2012–2013 Special Leave	Absence type, 9711 – FY2012-2013 Special Leave, can be used against leave for the period of 07/01/2012 – 06/30/2013. Like flexible furlough time (9710), it is not tied to a quota. PT_BAL00 (TSL*) can be utilized for reporting, along with ZNCTIME for time administrators. Working Time Report through the portal is available for MSS reporting.

9712 Special Leave	A one-time 40-hour award to be used for the period of 07/01/2013 – 06/30/2014. Unused leave as of 06/30/2014 will expire. This leave type can be used prior to earned compensatory time (holiday comp, overtime comp, gap comp, callback comp and travel comp), regular leave, bonus leave and sick leave. Special Leave is tied to quota 55 and is reportable through PT50, ZNCTIME, and PT_BAL00 (T55*). MSS users can report on Special Leave through the Working Times Report.

*The Integrated HR-Payroll System will supplement 1/3 of pay with CDE Care Leave automatically. There are several helpful documents on OSC's HR-Payroll System Help Documents page that can be found by filtering on COVID19 under Topic.

**Agencies should verify with their management staff if they have an approved OSHR exception to use A/A 9547 after 8/14/22.

First Published

Tue, 08/25/2015

Last Updated

Tue, 01/27/2026
Printable PDF