

TM-70 FMLA Reason Absence Assignment

Purpose

The purpose of this job aid is to provide a complete list of Absence Codes that can be used with each FMLA reason per Personnel Subgrouping in the Integrated HR-Payroll System.

FMLA Reason - Adoption

Personnel Subgroup	Valid Absence Codes
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- 9000 – Approved Leave
- 9100 – Bonus Leave
- 9128 – CDE Comp Leave
- 9200 – Sick Leave
- 9238 – Parental Lv (8 wks)
- 9239 – Parental Lv (4 wks)
- 9300 – Holiday Leave
- 9400 – Leave without Pay
- 9710 – Flex Furlough Time (EO11)
- 9711 – FY2012-2013 Special Leave
- 9712 – Special Leave
- 9718 – Special Bonus FY2018
- 9719 – Special Bonus FY19-20

PSG 10 (Regular)

- PSG – 5 (Non-Leave Earning)

- 9001 – Paid Leave
 - 9710 – Flex Furlough Time (EO11)
- PSG – 4 (Temp)

- 9400 – Time Not Worked

FMLA Reason - Birth

Personnel Subgroup

Valid Absence Codes

PSG – 10 (Regular)

- 9000 – Approved Leave
- 9100 – Bonus Leave
- 9128 – CDE Comp Leave
- 9200 – Sick Leave
- 9238 – Parental Lv (8 wks)
- 9239 – Parental Lv (4 wks)
- 9300 – Holiday Leave
- 9400 – Leave without Pay
- 9710 – Flex Furlough Time (EO11)
- 9711 – FY2012-2013 Special Leave
- 9712 – Special Leave
- 9718 – Special Bonus FY2018

9719 – Special Bonus FY19-20

- PSG – 5 (Non-Leave Earning)

- 9001 – Paid Leave
 - 9710 – Flex Furlough Time (EO11)
- PSG – 4 (Temp)

- 9400 – Time Not Worked

FMLA Reason - Illness of Child, Spouse, Parent

Personnel Subgroup

Valid Absence Codes

PSG – 10 (Regular)

- 9000 – Approved Leave
- 9100 – Bonus Leave
- 9128 – CDE Comp Leave
- 9200 – Sick Leave
- 9300 – Holiday Leave
- 9400 – Leave without Pay
- 9548 – State of Emergency Leave
- 9710 – Flex Furlough Time (EO11)
- 9711 – FY2012-2013 Special Leave
- 9712 – Special Leave
- 9718 – Special Bonus FY2018

9719 – Special Bonus FY19-20

- PSG – 5 (Non-Leave Earning)
- 9001 – Paid Leave
 - 9548 – State of Emergency Leave
 - 9710 – Flex Furlough Time (EO11)

- PSG – 4 (Temp)
- 9400 – Time Not Worked
 - 9548 – State of Emergency Leave

FMLA Reason - Communicable Disease Non-Illness

Personnel Subgroup

Valid Absence Codes

- 9000 – Approved Leave
- 9100 – Bonus Leave
- 9128 – CDE Comp Leave
- 9200 – Sick Leave
- 9300 – Holiday Leave
- 9400 – Leave without Pay
- 9548 – State of Emergency Leave
- 9549 – CDE Care Leave

PSG – 10 (Regular)

- 9580 – FFCRA Employee Care
- 9581 – FFCRA Family Care
- 9582 – FFCRA w/Care Lv Supp
- 9583 – FFCRA EFMLEA
- 9584 – FFCRA EFMLEA w/Care Lv
- 9585 – CDE Eldercare/No TLW
- 9586 – CDE Eldercare/No TWL w/CL

- 9548 – State of Emergency Leave

- 9580 – FFCRA Employee Care

- 9581 – FFCRA Family Care

PSG – 5 (Non-Leave Earning)

- 9583 – FFCRA EFMLEA

- 9585 – CDE Eldercare/No TLW

- 9587 – CDE Elder /No TLW 1/3

PSG – 4 (Temp)

- 9400 – Time Not Worked
- 9548 – State of Emergency Leave
- 9580 – FFCRA Employee Care
- 9581 – FFCRA Family Care
- 9583 – FFCRA EFMLEA
- 9585 – CDE Eldercare/No TLW
- 9587 – CDE Elder /No TLW 1/3

FMLA Reason - Foster Care

Personnel Subgroup

Valid Absence Codes

PSG – 10 (Regular)

- 9000 – Approved Leave
- 9100 – Bonus Leave
- 9128 – CDE Comp Leave
- 9238 – Parental Lv (8 wks)
- 9239 – Parental Lv (4 wks)
- 9300 – Holiday Leave
- 9400 – Leave without Pay
- 9710 – Flex Furlough Time (EO11)
- 9711 – FY2012-2013 Special Leave
- 9712 – Special Leave
- 9718 – Special Bonus FY2018
- 9719 – Special Bonus FY19-20

- PSG – 5 (Non-Leave Earning)
- 9001 – Paid Leave
 - 9710 – Flex Furlough Time (EO11)

- PSG – 4 (Temp)
- 9400 – Time Not Worked

FMLA Reason - Employee's Illness

Personnel Subgroup

Valid Absence Codes

- 9000 – Approved Leave
- 9100 – Bonus Leave
- 9128 – CDE Comp Leave
- 9200 – Sick Leave
- 9300 – Holiday Leave
- 9400 – Leave without Pay
- 9548 – State of Emergency Leave
- 9580 – FFCRA Employee Care
- 9710 – Flex Furlough Time (EO11)
- 9711 – FY2012-2013 Special Leave
- 9712 – Special Leave
- 9718 – Special Bonus FY2018
- 9719 – Special Bonus FY19-20

PSG – 10 (Regular)

PSG – 5 (Non-Leave Earning)

- 9001 – Paid Leave
- 9548 – State of Emergency Leave
- 9580 – FFCRA Employee Care
- 9710 – Flex Furlough Time EO11

PSG – 4 (Temp)

- 9400 – Time Not Worked
- 9548 – State of Emergency Leave
- 9580 – FFCRA Employee Care

FMLA Reason - Qualifying Exigency

Personnel Subgroup

Valid Absence Codes

- 9000 – Approved Leave
- 9100 – Bonus Leave
- 9128 – CDE Comp Leave
- 9200 – Sick Leave

PSG – 10 (Regular)

- 9300 – Holiday Leave
- 9400 – Leave without Pay
- 9710 – Flex Furlough Time (EO11)
- 9718 – Special Bonus FY2018
- 9719 – Special Bonus FY19-20

PSG – 5 (Non-Leave Earning)

- 9001 – Paid Leave
- 9710 – Flex Furlough Time EO11

PSG – 4 (Temp)

- 9400 – Time Not Worked

FMLA Reason - Military Caregiver

Personnel Subgroup	Valid Absence Codes
PSG – 10 (Regular)	• 9000 – Approved Leave
	• 9100 – Bonus Leave
	• 9128 – CDE Comp Leave
	• 9200 – Sick Leave
	• 9300 – Holiday Leave
	• 9400 – Leave without Pay
PSG – 5 (Non-Leave Earning)	• 9710 – Flex Furlough Time (EO11)
	• 9718 – Special Bonus FY2018
	• 9719 – Special Bonus FY19-20
PSG – 5 (Non-Leave Earning)	• 9001 – Paid Leave
	• 9710 – Flex Furlough Time EO11

Personnel Subgroup

Valid Absence Codes

PSG – 4 (Temp)

- 9400 – Time Not Worked

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