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

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 - 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

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 • 9549 – CDE Care Leave • 9580 – FFCRA Employee Care • 9581 – FFCRA Family Care • 9582 – FFCRA w/Care Lv Supp • 9583 – FFCRA EFMLEA • 9584 – FFCRA EFMLEA w/Care Lv

PSG – 5 (Non-Leave Earning)

- 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

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

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 • 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 – 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

PSG – 10 (Regular)	• 9000 – Approved Leave • 9100 – Bonus Leave • 9128 – CDE Comp Leave • 9200 – Sick Leave • 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 • 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

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