



# FMLA REASON ABSENCE ASSIGNMENT



JOB AID TM-70

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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.

**Click on the Reason below to jump directly to information regarding that Reason:**

[Adoption](#)

[Birth](#)

[Illness of Child, Spouse, Parent](#)

[Communicable Disease Non-Illness](#)

[Foster Care](#)

[Employee's Illness](#)

[Qualifying Exigency](#)

[Military Caregiver](#)

**Job Aid TM-70 – FMLA Reason Absence Assignment**

FMLA Reason	Personnel Subgrouping	Valid Absence Codes
<b>ADOPTION</b> <hr/>	PSG – 10 (Regular)	<ul style="list-style-type: none"> <li>• 9000 – Approved Leave</li> <li>• 9100 – Bonus Leave</li> <li>• 9128 – CDE Comp Leave</li> <li>• 9200 – Sick Leave</li> <li>• 9238 – Parental Lv (8 wks)</li> <li>• 9239 – Parental Lv (4 wks)</li> <li>• 9300 – Holiday Leave</li> <li>• 9400 – Leave without Pay</li> <li>• 9710 – Flex Furlough Time (EO11)</li> <li>• 9711 – FY2012-2013 Special Leave</li> <li>• 9712 – Special Leave</li> <li>• 9718 – Special Bonus FY2018</li> <li>• 9719 – Special Bonus FY19-20</li> </ul>
	PSG – 5 (Non-Leave Earning)	<ul style="list-style-type: none"> <li>• 9001 – Paid Leave</li> <li>• 9710 – Flex Furlough Time (EO11)</li> </ul>
	PSG – 4 (Temp)	<ul style="list-style-type: none"> <li>• 9400 – Time Not Worked</li> </ul>

FMLA Reason	Personnel Subgrouping	Valid Absence Codes
<b>BIRTH</b> <hr/>	PSG – 10 (Regular)	<ul style="list-style-type: none"> <li>• 9000 – Approved Leave</li> <li>• 9100 – Bonus Leave</li> <li>• 9128 – CDE Comp Leave</li> <li>• 9200 – Sick Leave</li> <li>• 9238 – Parental Lv (8 wks)</li> <li>• 9239 – Parental Lv (4 wks)</li> <li>• 9300 – Holiday Leave</li> <li>• 9400 – Leave without Pay</li> <li>• 9710 – Flex Furlough Time (EO11)</li> <li>• 9711 – FY2012-2013 Special Leave</li> <li>• 9712 – Special Leave</li> <li>• 9718 – Special Bonus FY2018</li> <li>• 9719 – Special Bonus FY19-20</li> </ul>
	PSG – 5 (Non-Leave Earning)	<ul style="list-style-type: none"> <li>• 9001 – Paid Leave</li> <li>• 9710 – Flex Furlough Time (EO11)</li> </ul>
	PSG – 4 (Temp)	<ul style="list-style-type: none"> <li>• 9400 – Time Not Worked</li> </ul>

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**Job Aid TM-70 – FMLA Reason Absence Assignment**

FMLA Reason	Personnel Subgrouping	Valid Absence Codes
<b>ILLNESS OF CHILD, SPOUSE, PARENT</b>	PSG – 10 (Regular)	<ul style="list-style-type: none"> <li>• 9000 – Approved Leave</li> <li>• 9100 – Bonus Leave</li> <li>• 9128 – CDE Comp Leave</li> <li>• 9200 – Sick Leave</li> <li>• 9300 – Holiday Leave</li> <li>• 9400 – Leave without Pay</li> <li>• 9548 – State of Emergency Leave</li> <li>• 9710 – Flex Furlough Time (EO11)</li> <li>• 9711 – FY2012-2013 Special Leave</li> <li>• 9712 – Special Leave</li> <li>• 9718 – Special Bonus FY2018</li> <li>• 9719 – Special Bonus FY19-20</li> </ul>
	PSG – 5 (Non-Leave Earning)	<ul style="list-style-type: none"> <li>• 9001 – Paid Leave</li> <li>• 9548 – State of Emergency Leave</li> <li>• 9710 – Flex Furlough Time (EO11)</li> </ul>
	PSG – 4 (Temp)	<ul style="list-style-type: none"> <li>• 9400 – Time Not Worked</li> <li>• 9548 – State of Emergency Leave</li> </ul>

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FMLA Reason	Personnel Subgrouping	Valid Absence Codes
<p><b>COMMUNICABLE DISEASE NON-ILLNESS</b></p> <hr/>	PSG – 10 (Regular)	<ul style="list-style-type: none"> <li>• 9000 – Approved Leave</li> <li>• 9100 – Bonus Leave</li> <li>• 9128 – CDE Comp Leave</li> <li>• 9200 – Sick Leave</li> <li>• 9300 – Holiday Leave</li> <li>• 9400 – Leave without Pay</li> <li>• 9548 – State of Emergency Leave</li> <li>• 9549 – CDE Care Leave</li> <li>• 9580 – FFCRA Employee Care</li> <li>• 9581 – FFCRA Family Care</li> <li>• 9582 – FFCRA w/Care Lv Supp</li> <li>• 9583 – FFCRA EFMLEA</li> <li>• 9584 – FFCRA EFMLEA w/Care Lv</li> <li>• 9585 – CDE Eldercare/No TLW</li> <li>• 9586 – CDE Eldercare/No TWL w/CL</li> <li>• 9587 – CDE Elder /No TLW 1/3</li> <li>• 9588 – CDE Elder /No TLW w/CL 1/3</li> </ul>
	PSG – 5 (Non-Leave Earning)	<ul style="list-style-type: none"> <li>• 9548 – State of Emergency Leave</li> <li>• 9580 – FFCRA Employee Care</li> <li>• 9581 – FFCRA Family Care</li> <li>• 9583 – FFCRA EFMLEA</li> <li>• 9585 – CDE Eldercare/No TLW</li> <li>• 9587 – CDE Elder /No TLW 1/3</li> </ul>
	PSG – 4 (Temp)	<ul style="list-style-type: none"> <li>• 9400 – Time Not Worked</li> <li>• 9548 – State of Emergency Leave</li> <li>• 9580 – FFCRA Employee Care</li> <li>• 9581 – FFCRA Family Care</li> <li>• 9583 – FFCRA EFMLEA</li> <li>• 9585 – CDE Eldercare/No TLW</li> <li>• 9587 – CDE Elder /No TLW 1/3</li> </ul>

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FMLA Reason	Personnel Subgrouping	Valid Absence Codes
<b>FOSTER CARE</b>	PSG – 10 (Regular)	<ul style="list-style-type: none"> <li>• 9000 – Approved Leave</li> <li>• 9100 – Bonus Leave</li> <li>• 9128 – CDE Comp Leave</li> <li>• 9238 – Parental Lv (8 wks)</li> <li>• 9239 – Parental Lv (4 wks)</li> <li>• 9300 – Holiday Leave</li> <li>• 9400 – Leave without Pay</li> <li>• 9710 – Flex Furlough Time (EO11)</li> <li>• 9711 – FY2012-2013 Special Leave</li> <li>• 9712 – Special Leave</li> <li>• 9718 – Special Bonus FY2018</li> <li>• 9719 – Special Bonus FY19-20</li> </ul>
	PSG – 5 (Non-Leave Earning)	<ul style="list-style-type: none"> <li>• 9001 – Paid Leave</li> <li>• 9710 – Flex Furlough Time (EO11)</li> </ul>
	PSG – 4 (Temp)	<ul style="list-style-type: none"> <li>• 9400 – Time Not Worked</li> </ul>

FMLA Reason	Personnel Subgrouping	Valid Absence Codes
<b>EMPLOYEE’S ILLNESS</b>	PSG – 10 (Regular)	<ul style="list-style-type: none"> <li>• 9000 – Approved Leave</li> <li>• 9100 – Bonus Leave</li> <li>• 9128 – CDE Comp Leave</li> <li>• 9200 – Sick Leave</li> <li>• 9300 – Holiday Leave</li> <li>• 9400 – Leave without Pay</li> <li>• 9548 – State of Emergency Leave</li> <li>• 9580 – FFCRA Employee Care</li> <li>• 9710 – Flex Furlough Time (EO11)</li> <li>• 9711 – FY2012-2013 Special Leave</li> <li>• 9712 – Special Leave</li> <li>• 9718 – Special Bonus FY2018</li> <li>• 9719 – Special Bonus FY19-20</li> </ul>
	PSG – 5 (Non-Leave Earning)	<ul style="list-style-type: none"> <li>• 9001 – Paid Leave</li> <li>• 9548 – State of Emergency Leave</li> <li>• 9580 – FFCRA Employee Care</li> <li>• 9710 – Flex Furlough Time EO11</li> </ul>
	PSG – 4 (Temp)	<ul style="list-style-type: none"> <li>• 9400 – Time Not Worked</li> <li>• 9548 – State of Emergency Leave</li> <li>• 9580 – FFCRA Employee Care</li> </ul>

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<b>FMLA Reason</b>	<b>Personnel Subgrouping</b>	<b>Valid Absence Codes</b>
<b><u>QUALIFYING EXIGENCY</u></b>	PSG – 10 (Regular)	<ul style="list-style-type: none"> <li>• 9000 – Approved Leave</li> <li>• 9100 – Bonus Leave</li> <li>• 9128 – CDE Comp Leave</li> <li>• 9200 – Sick Leave</li> <li>• 9300 – Holiday Leave</li> <li>• 9400 – Leave without Pay</li> <li>• 9710 – Flex Furlough Time (EO11)</li> <li>• 9718 – Special Bonus FY2018</li> <li>• 9719 – Special Bonus FY19-20</li> </ul>
	PSG – 5 (Non-Leave Earning)	<ul style="list-style-type: none"> <li>• 9001 – Paid Leave</li> <li>• 9710 – Flex Furlough Time EO11</li> </ul>
	PSG – 4 (Temp)	<ul style="list-style-type: none"> <li>• 9400 – Time Not Worked</li> </ul>

<b>FMLA Reason</b>	<b>Personnel Subgrouping</b>	<b>Valid Absence Codes</b>
<b><u>MILITARY CAREGIVER</u></b>	PSG – 10 (Regular)	<ul style="list-style-type: none"> <li>• 9000 – Approved Leave</li> <li>• 9100 – Bonus Leave</li> <li>• 9128 – CDE Comp Leave</li> <li>• 9200 – Sick Leave</li> <li>• 9300 – Holiday Leave</li> <li>• 9400 – Leave without Pay</li> <li>• 9710 – Flex Furlough Time (EO11)</li> <li>• 9718 – Special Bonus FY2018</li> <li>• 9719 – Special Bonus FY19-20</li> </ul>
	PSG – 5 (Non-Leave Earning)	<ul style="list-style-type: none"> <li>• 9001 – Paid Leave</li> <li>• 9710 – Flex Furlough Time EO11</li> </ul>
	PSG – 4 (Temp)	<ul style="list-style-type: none"> <li>• 9400 – Time Not Worked</li> </ul>

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