

## Leave Without Pay Time Types

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This document provides definitions for all available leave without pay time types. Please use this document to determine the appropriate time type to use on an employee's timesheet.

### **268 Work Comp Leave Without Pay**

The employee is receiving workers' compensation (work comp) benefits, and has exhausted all available leave balances or has chosen not to supplement their work comp benefits. Use this time type only if the leave is not covered by FMLA. If the work comp leave without pay is covered by FMLA, use time type [938 FMLA Work Comp Leave Without Pay](#).

### **841 Military Leave Without Pay**

The employee is away for training or a deployment and has exhausted their 30 days of paid military leave for the calendar year, and chose not to use any vacation or compensatory (if applicable) hours.

### **843 Educational Leave Without Pay**

The appointing authority has authorized the employee to take an unpaid leave of absence to further their education under [Administrative Rule 63.10](#).

### **860 Medical Leave Without Pay**

The employee is on medical leave for self, has exhausted all available leave balances, and the leave is not covered by FMLA or their FMLA leave has been exhausted. If the employee's medical leave without pay is covered by FMLA, use time type [961 FMLA Medical Leave Without Pay](#).

### **870 Authorized Leave Without Pay**

The appointing authority has authorized a leave of absence without pay for the employee; **or** the employee is on leave for a family member (includes bonding leave), has exhausted all applicable leave balances, and the leave is not covered by FMLA or their FMLA leave has been exhausted. If the employee is on leave without pay for a family member that is covered by FMLA, use time type [962 FMLA Authorized Leave Without Pay](#).

### **890 Suspension Without Pay**

The employee has been placed on suspension without pay in accordance with [Administrative Rule 60.2\(1\)](#). Only employees who are eligible for premium overtime under the Fair Labor Standards Act may be suspended without pay, unless otherwise authorized by the Director of the Department of Administrative Services.

### **938 FMLA Work Comp Leave Without Pay**

The employee is receiving workers' compensation (work comp) benefits, the leave is covered by FMLA (as determined by Reed Group), and the employee has exhausted all available leave balances or has chosen not to supplement their work comp benefits. If the work comp leave without pay is not covered by FMLA, or the employee has exhausted their FMLA leave, use time type [268 Work Comp Leave Without Pay](#).

### **961 FMLA Medical Leave Without Pay**

The employee is on medical leave for self, the leave is covered by FMLA (as determined by Reed Group), and the employee has exhausted all available leave balances (qualified employees may retain up to two weeks (80 hours) of vacation). If the employee's medical leave without pay is not covered by FMLA, or the employee has exhausted their FMLA leave, use time type [860 Medical Leave Without Pay](#).

## Continued - Leave Without Pay Time Types

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### 962 FMLA Authorized Leave Without Pay

The employee is on leave for a family member (includes bonding leave) that is covered by FMLA (as determined by Reed Group), and has exhausted all applicable leave balances. If the employee's leave without pay is not covered by FMLA, or the employee has exhausted their FMLA leave, use time type [870 Authorized Leave Without Pay](#).

### 964 FMLA Military Caregiver Leave Without Pay

The employee is on leave that is covered by FMLA (as determined by Reed Group) for 1) a qualifying exigency due to a covered military member being on active duty or called to active duty; or 2) to care for a covered service member with a serious injury or illness. Refer to the [Military Family Leave FAQ](#) for additional information.

### IMPORTANT NOTE ABOUT HOLIDAYS

If a holiday falls during a pay period where an employee has continuous leave without pay, and the employee is not in pay status both the last scheduled work day before and the first scheduled work day after the holiday, the holiday should be replaced with one of the leave without pay time types listed on this document. Both time type 250 Holiday and 950 FMLA Holiday will pay the employee for the holiday, so those time types should not be used unless the employee meets the eligibility requirements to receive holiday pay.

# Time Type List - Categorical

## Regular Pay Time Types

010 Regular*
020 Overtime Pay*
030 Comp Time Earned
330 Other Regular Time Worked*
334 Other Regular Time Not Worked
500 Prior Pay Period Hours

## Holiday Time Types (most used order)

250 Holiday
830 Banked Holiday
050 Holiday Worked
650 Holiday Premium Pay
040 Holiday Comp Time Earned
950 FMLA Holiday

## Other Pays

620 Standby Time
630 Call Back Time
640 Med Passer #

## Time Types to Pay Out Balances

600 Comp Pay – IPERS
601 Comp Pay – Not subject to IPERS
610 Holiday Comp Time Paid
615 Banked Holiday Paid

## Sick Leave Conversion

800 Convert Sick Leave to Vacation
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## Leave With Pay Time Types (not including FMLA or Work Comp)

206 Vacation	270 Military Leave	333 Administrative Leave Paid
221 Sick Leave	275 Jury Duty	406 Comp Time Taken
233 Family Care Leave	285 Suspension With Pay	416 Holiday Comp Time Taken
246 Funeral Leave	290 Educational Leave With Pay	426 Banked Holiday Taken

## Leave Without Pay Time Types

841 Military Leave Without Pay	268 WC Leave Without Pay
843 Educational Leave Without Pay	938 FMLA WC Leave Without Pay
860 Medical Leave Without Pay	961 FMLA Medical Leave Without Pay
870 Authorized Leave Without Pay	962 FMLA Authorized Leave Without Pay
880 Unauthorized Leave Without Pay	964 FMLA Military Caregiver Leave Without Pay
890 Suspension Without Pay	

## FMLA Time Types (not including Work Comp)

<b>FMLA (Regular)</b>
902 FMLA Vacation
912 FMLA Sick Leave
916 FMLA Family Care Leave
942 FMLA Comp Time Taken
946 FMLA Holiday Comp Time Taken
951 FMLA Banked Holiday Taken
961 FMLA Medical Leave Without Pay
962 FMLA Authorized Leave Without Pay
950 FMLA Holiday

<b>FMLA Military Caregiver</b>
904 FMLA Military Caregiver Vacation
914 FMLA Military Caregiver Sick Leave
(no equivalent Family Care time type for Military Caregiver)
943 FMLA Military Caregiver Comp Time Taken
947 FMLA Military Caregiver Holiday Comp Time Taken
952 FMLA Military Caregiver Banked Holiday Taken
964 FMLA Military Caregiver Leave Without Pay

## Work Comp Time Types

<b>Work Comp (Non-FMLA)</b>
261 WC EE Vacation
260 WC EE Sick Leave
262 WC EE Comp Time Taken
263 WC EE Holiday Comp Time Taken
264 WC EE Banked Holiday Taken
266 WC State Paid Hours*
267 WC Medical Appointment Paid*
268 WC Leave Without Pay

<b>FMLA Work Comp</b>
931 FMLA WC Vacation
930 FMLA WC Sick Leave
932 FMLA WC Comp Time Taken
933 FMLA WC Holiday Comp Time Taken
934 FMLA WC Banked Holiday Taken
936 FMLA WC State Paid Hours*
937 FMLA WC Medical Appointment*
938 FMLA WC Leave Without Pay

\*only time types available to non-permanent employees

# Time type available to those employees in eligible job class