

Leave Code Chart

Refer to the [Leave Code Definitions](#) for long descriptions of each leave code, what pays are allowed, and what deductions will be taken when an employee is in a specific leave code. See the 501 Leave of Absence P1 description for instructions on how to put an employee on leave. All leave codes allow regular other pay and term leave pay.

Notes: Abbreviations used below: EE = Employee / PP = Pay Period / LOA = Leave of Absence / LWOP = Leave Without Pay

Continuous leave = Employee is off work entirely and not working any hours

Intermittent leave = Employee is working some hours each pay period

Leave Code	Move employee to leave code when:	Donations Allowed?	Will hours on timesheet/PAYN be paid?	P1 needed to pay and zero out accruals?	When to: Move employee to another code (502 Leave Code Correction P1) OR Return employee from leave (520 Return from Leave P1)
40 Military Leave With Pay To pay the 30 days of paid military leave at the beginning of each year, or when an employee initially goes on leave (if using military leave or other paid leave hours).	PP in which January 1 falls, if the employee is currently in leave code 41, or PP military leave begins, if in paid status.	No	Yes	No	<ul style="list-style-type: none"> Move employee back to code 41 Military Leave Without Pay the pay period in which the 30th day of annual military leave is paid (LOA date must be in current pay period), or the pay period immediately after the 30 days of annual leave have been paid for the calendar year. Employee should be returned upon physically returning to work.
41 Military Leave Without Pay A military employee who is in training or deployed for a continuous period.	After exhausting the 30 days (or what remains) of annual leave.**	No	Only when the LOA date is in the current PP	No	<ul style="list-style-type: none"> Employee should be moved to code 40 Military Leave With Pay in the PP in which January 1 falls in order to pay the 30 days of annual leave. Employee should be returned upon physically returning to work.
44 Educational Leave Approved paid or unpaid educational leave.	PP the educational leave begins.	No	Yes	No	<ul style="list-style-type: none"> Return from leave in the PP the employee has returned to work (when the educational leave has ended).
50 Leave Without Pay A non-medical leave of absence without pay, or continuous leave for a family member once FMLA has been exhausted.	PP in which the EE first goes into LWOP status or exhausts FMLA.	Yes*	Only when the LOA date is in the current PP	Yes, if on leave for family member; otherwise No	<ul style="list-style-type: none"> Return from leave in the PP the employee has returned to work.
53 FMLA for Family Member Continuous or intermittent FMLA leave for a family member.	PP in which the EE first goes into LWOP status.	Yes	Yes	Yes, if on continuous leave; otherwise No	<ul style="list-style-type: none"> If all FMLA leave is exhausted before employee is ready to return, move to code 50 Leave Without Pay. Employee should be returned when they are no longer on continuous or intermittent leave for the family member.
54 Medical Leave Without Pay An employee on continuous medical leave for self that may or may not be FMLA-covered.	PP in which the EE first goes into LWOP status.	Yes	Only when the LOA date is in the current PP	Yes, pay/zero out accruals PP <i>after</i> EE is put on leave	<ul style="list-style-type: none"> If employee returns to work only part-time or intermittently, move to code 57 Medical Intermittent Leave in that PP. Return from leave in the PP the employee has returned to work.
57 Medical Intermittent Leave An employee on intermittent medical leave for self that may or may not be FMLA-covered.	PP in which the EE first goes into LWOP status.	Yes	Yes	No	<ul style="list-style-type: none"> If employee changes from intermittent to continuous leave, move employee to code 54 Medical Leave Without Pay. Return from leave when the employee has fully returned to work.

*only if employee is on leave for a family member and has exhausted their FMLA hours and been moved to code 50.

**and any vacation and/or comp time requested is used. An employee on Military Leave does not have to use vacation or comp time, but may elect to do so if balances permit.

IMPORTANT: Employees in leave codes 41, 50, and 54 will not be paid for any regular base pay (timesheet or PAYN hours) unless the Leave of Absence (LOA) Date is in the current pay period. To be paid from the timesheet or PAYN outside of the pay period in which the LOA date falls, the employee must be moved to an intermittent leave code using P1 type 502 Leave Code Correction, or returned from leave using P1 type 520 Return from Leave, before payroll processes.

Leave Code Definitions

This document is provided as a summary for when an employee should be moved into a leave code, as well as what and when the employee will be paid, and what deductions will be taken when in a specific leave code. An employee should be moved to the appropriate leave code once the employee has any leave without pay hours on the timesheet (except for leave code 40 Military Leave With Pay and 44 Educational Leave).

Note: Leave Codes are shown on the Employee Information Module's main screen as well as the PAYL screen. As used below, the term "**available balances**" refers to available Vacation, Sick Leave, Family Care Leave, Comp Time, Holiday Comp Time, and Banked Holiday, as applicable. The term "**regular base pay**" refers to base pay for all regular hours, as paid on a timesheet or PAYN. The term "**other pays**" refers to all other pay types, as paid on a P1 document (i.e., Regular Other Pay Adjustment, Terminal Leave Pay, Catastrophic Pay – unless not applicable).

For more information on eligibility for donated leave, please visit: <https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/leave-programs/donated-leave>.

Paying Out Balances

Once an employee has less than ten (10) total hours remaining in their leave balances and the employee is on continuous leave without pay (not working any hours), the balances should be paid out on an 846 P1 in the "Reg Oth Pay Adj" field. A 271 Leave Balance Correction P1 should be done to zero out the balances. The sick and vacation balances should be paid out to the four decimal places indicated on the D7 screen of Employee Information. Do not record balances totaling less than ten (10) hours on the timesheet or PAYN.

P1 Remarks

In the 501 Leave of Absence P1 (or 502 Leave Code Correction P1, if making a change to an employee's leave status), the following must be included in the remarks:

- The last day of paid leave (this is different from the "Last Work Day" field on the P1 as that should be the last day the employee physically worked).
- Whether premiums were collected for the month, and if so, the dollar amount collected.
- FMLA Exhaust Date from LeavePro.
 - If the employee was not approved for FMLA, indicate that in the remarks instead of the exhaust date.
- If the employee is on military leave without pay, note whether it is for annual training or a deployment.

Leave Codes

ACTIVE – 00

Description: Leave code 00 is used when an employee is active in the system. This code is not used on the return from leave P1, rather code 56 - Return from Leave, is used. Employees who are absent due to a qualifying exigency will remain in code 00 - Active.

Pay Allowed: Regular base pay and other pays (except Catastrophic Pay) are allowed. Catastrophic Pay is allowed only if the Return from Leave date is in the current pay period.

Deductions: All state share and employee share deductions for health, dental, life, and LTD will be taken as long as the base pay is sufficient to allow the deduction.

MILITARY LEAVE WITH PAY – 40

Description: Leave code 40 is used when an employee in the military is in training or deployed for a continuous period. The employee must be put in the Military Leave with Pay code to be paid for their 30 days of paid military leave at the beginning of each calendar year. If the employee is working and using military leave intermittently, they should remain in code 00 - Active.

Pay Allowed: Regular base pay and other pays (except Catastrophic Pay) are allowed.

Deductions: All state share and employee share deductions for health, dental, life and LTD will be taken as long as the base pay is sufficient to allow the deduction. See the [Military Leave of Absence Manual](#) for details on insurance eligibility. An employee already on military leave who is being moved to this leave code for the purpose of paying the 30 days of military pay is not eligible for health, dental or life insurance, so the codes should be zeroed out if not already.

Continued – Leave Code Definitions

MILITARY LEAVE WITHOUT PAY – 41

Description: Leave code 41 is used when an employee in the military is in training or deployed for a continuous period and is not working any regular hours or using any available balances. If the employee has been put in leave code 40 - Military Leave with Pay to be paid the 30 days of paid military leave at the beginning of the calendar year, you must wait to move them back to leave code 41 - Military Leave without Pay until after they have been paid for the full 30 days. If an employee is working, but has to take unpaid days because they have exhausted their 30 paid military days, they remain in code 00 - Active.

Pay Allowed: All other pays (except Catastrophic Pay) are allowed, regardless of the LOA date.

Deductions: All state share and employee share deductions for health, dental, life, and LTD will only be taken in the same pay period as the LOA date, and as long as the base pay is sufficient to allow the deduction. See the [Military Leave of Absence Manual](#) for details on insurance eligibility.

EDUCATIONAL LEAVE (WITH OR WITHOUT PAY) - 44

Description: Leave code 44 is used when an employee has been approved by the appointing authority for educational leave, whether it is paid or unpaid leave.

Pay Allowed: Regular base pay and other pays (except Catastrophic Pay) are allowed.

Deductions: All state share and employee share deductions for health, dental, life, and LTD will be taken as long as the base pay is sufficient to allow the deduction.

LEAVE WITHOUT PAY – 50

Description: Leave code 50 is used when an employee is on a non-medical leave of absence without pay.

Pay Allowed: Regular base pay is only allowed in the pay period in which the Leave of Absence (LOA) date falls. All other pays (including Catastrophic Pay) are allowed, regardless of the LOA Date. Catastrophic pay is allowed only for employees who are on leave for a family member that have exhausted their FMLA, **and** have met all program requirements.

Deductions: All state share and employee share deductions for health, dental, life, and LTD will be taken as long as the base pay is sufficient to allow the deduction and the LOA date is in the current pay period.

FMLA FOR FAMILY MEMBER – 53

Description: Leave code 53 is used when an employee is using approved FMLA to care for a family member, including an ill or injured covered service member, on a continuous or intermittent basis. The employee must first exhaust all available balances, but only the Family Care portion of the employee's sick leave, not the entire sick leave balance, needs to be exhausted. Once an employee exhausts their 12 weeks of FMLA leave in the fiscal year, they must be moved to leave code 50 - Leave Without Pay.

Pay Allowed: All regular base pay and other pays are allowed. If an employee meets all the program requirements, they may be eligible to receive Catastrophic Donations.

Deductions: State share and employee share for health, dental **and** employee share for supplemental life premiums will be taken as long as the base pay is sufficient to allow the deduction. State share for basic life and LTD will always be taken. (Note: if the employee is using approved FMLA, the agency Human Resources Associate may need to do a billing adjustment for the state share of health and dental).

MEDICAL LEAVE W/O PAY – 54

Description: Leave code 54 is used when an employee on medical leave is not working any hours and all available balances have been exhausted. Employees may or may not be on an FMLA-covered leave while in this leave code.

Pay Allowed: Regular base pay is only allowed in the pay period in which the Leave of Absence (LOA) date falls. All other pays are allowed, regardless of the LOA Date. If an employee meets all the program requirements, they may be eligible to receive Catastrophic Donations.

Deductions: State share and employee share for health, dental, **and** employee share for supplemental life premiums will only be taken in the same pay period as the LOA date, and as long as the base pay is sufficient to allow the deduction. State share for life and LTD will always be pulled. (Note: if the employee is using approved FMLA, the agency Human Resources Associate may need to do a billing adjustment for the state share of health and dental, if outside of the LOA pay period.)

Continued – Leave Code Definitions

RETURN FROM LEAVE – 56

Returns an employee from any type of leave. Puts employee back in a code of 00 - Active. Can only be used on P1 type 520 Return from Leave.

MEDICAL INTERMITTENT LEAVE – 57

Description: Leave code 57 is used when an employee on medical leave is working intermittently and all available balances have been exhausted. Employees may or may not be on an FMLA-covered leave while in this leave code. This code should only be used for employees who are working intermittently and will receive regular base pay; otherwise the employee should be in code 54 - Medical Leave Without Pay.

Pay Allowed: All regular base pay and other pays are allowed. If an employee meets all the program requirements, they may be eligible to receive Catastrophic Donations.

Deductions: State share and employee share for health, dental, **and** employee share life premiums will be taken as long as the base pay is sufficient to allow the deduction. State share for life and LTD will always be pulled. (Note: if the employee is using approved FMLA, the agency Human Resources Associate may need to do a billing adjustment for the state share of health and dental.)

TEMPORARY LAY OFF – 59

Description: Leave code 59 is used when an employee is on a temporary layoff per the Collective Bargaining Agreement.

Pay Allowed: All other pays are allowed, regardless of the LOA Date.

Deductions: All employee shares for health, dental, life, and LTD will be taken, as long as the base pay is sufficient to allow the deduction. State share for life and LTD will always be pulled.