

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

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

Intermittent leave = Employee is working some hours each pay period

Leave Code	Donations Allowed?	Will hours on timesheet/ PAYN be paid?	When to move employee to leave code?	When to: Move employee to another code (502 Leave Code Correction P1) OR Return employee from leave (520 Return from Leave P1)	Need to do P1s to pay and zero out accruals?
40 Military Leave With Pay To pay the 30 days of paid military leave at the beginning of each year.	No	Yes	PP in which January 1 falls, if the employee is currently in leave code 41.	<ul style="list-style-type: none"> Employee should be moved back to code 41 Military Leave Without Pay the pay period after the 30 days of annual leave have been paid. Employee should be returned upon physically returning to work. 	No
41 Military Leave Without Pay A military employee who is in training or deployed for a continuous period.	No	Only when the LOA date is in the current PP	After exhausting the 30 days (or what remains) of annual leave.**	<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. 	No
44 Educational Leave Approved paid or unpaid educational leave.	No	Yes	PP the educational leave begins.	<ul style="list-style-type: none"> Return from leave when the educational leave has ended. 	No
50 Leave Without Pay A non-medical leave of absence without pay.	Yes*	Only when the LOA date is in the current PP	PP the leave without pay begins.	<ul style="list-style-type: none"> Return from leave in the PP the employee has returned to work. 	No
53 FMLA for Family Member Continuous or intermittent FMLA leave for a family member.	Yes	Yes	PP in which the EE exhausts all available balances.	<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. 	Yes, if EE is on continuous leave; otherwise No
54 Medical Leave Without Pay An employee on continuous medical leave.	Yes	Only when the LOA date is in the current PP	PP in which the EE exhausts all available balances.	<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. 	Yes, pay/zero out accruals PP after EE is put on leave
57 Medical Intermittent Leave An employee on intermittent medical leave.	Yes	Yes	PP in which the EE exhausts all available balances.	<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. 	No
59 Temporary Layoff Temporary layoff per a Collective Bargaining Agreement.	No	Only when the LOA date is in the current PP	PP the temporary layoff begins.	<ul style="list-style-type: none"> Return from leave in the PP the employee has returned to work. 	No

*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.

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 if that leave code is applicable for more than one pay period. For example, if an employee is on continuous military leave they would be put in either code 40 - Military Leave with Pay, or code 41 - Military Leave without Pay. If they are only absent from work for a weekend for their weekend duty, you would not put them in a leave code.

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, Banked Holiday, and IUP Personal Leave, 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).

With or Without Pay 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: When an employee is in leave code 00, 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: When an employee is in leave code 40, 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 and Pay Differential Memo 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.

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. See the Managers and Supervisor's Manual [Section 6.10, Types of Leave](#), for more information on Educational Leave.

Pay Allowed: When an employee is in leave code 44, 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.

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: When an employee is in leave code 53, 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. See Managers and Supervisors Manual [Section 6.87, Donated Leave for Immediate Family Members](#).

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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 department PA may need to do a billing adjustment for the state share of health and dental).

RETURN FROM LEAVE – 56

Returns an employee from any type of leave. Puts employee back in a code of 00 - Active.

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: When an employee is in the leave code of 57, 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. See Managers and Supervisors Manual [Section 6.85, Donated Leave for Employees](#).

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 department PA may need to do a billing adjustment for the state share of health and dental.)

Without-Pay Codes

Employees in the following leave codes will not be paid for any regular base pay, unless the Leave of Absence (LOA) Date is in the current pay period. To be paid from the timesheet outside of the pay period in which the LOA date falls, the employee must be returned, using code 56 - Return from Leave, before payroll processes.

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: When an employee is in leave code 41, 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 and Pay Differential Memo for details on insurance eligibility.

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: When an employee is in leave code 50, 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.

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: When an employee is in leave code 54, 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. See Managers

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and Supervisors Manual [Section 6.85, Donated Leave for Employees](#).

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 department PA may need to do a billing adjustment for the state share of health and dental, if outside of the LOA pay period.)

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: When an employee is in the leave code of 59, 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.