

### Leave Usage Glossary

Category	Code	Description
<b>AWOL (Absence Without Official Leave)</b>	<b>A</b>	Used to record all unscheduled and unapproved unpaid absences by the employee in the Miscellaneous Pay Form. Submit Miscellaneous Pay Form to Payroll Services by cut-off.
<b>CTO Taken</b>	<b>T</b>	CTO is accrued overtime paid as time instead of cash. Used by employees to charge absences against available overtime in the books.
<b>HE</b>		Holidays compensated at straight time (1.0)
<b>HW</b>		Holidays compensated at premium time (1.5)
<b>Jury Duty</b>	<b>J</b>	Used to report an absence for jury duty (selection process and jury panel service). To be eligible to receive full pay while on jury duty, you must attach a certification indicating the dates and time of service or a signed statement to that effect and you must request payment of court fees and submit a specified portion of the fees you received to the Cashier's Office at the Joyal Administration Lobby. If fees are not surrendered to the University, you must charge vacation or CTO time for the absence or be docked in pay. Exempt employees cannot be charged for a partial day's absence.

Category	Code	Description
<b>Maternity/ Paternity/ Adoption Leave</b>	<b>MP</b>	Used to report the allowable paid absence days of an employee who was approved for maternity, paternity, or adoption leave. Used to record the number of paid days allowed and used by the employee. Record all other absences above and beyond the allowable days in their appropriate leave categories. Provision for the number of paid leave benefits are in the collective bargaining agreements.
<b>Military Leave</b>	<b>M</b>	Used to report "ordered" military service absences of 30 days or less. Absences greater than 30 days must be processed as a formal leave. Submit military orders to Payroll Services.
<b>Other Absences</b>	<b>ITO</b>	For example ITO. Used to report absences not listed on this form. For example Informal Time Off granted by the Governor.
<b>Paid Funeral Leave</b>	<b>D</b>	Used to report absences to attend a funeral of immediate family. State your relationship.
<b>Personal Holiday Taken</b>	<b>PH</b>	A Personal Holiday is one working day. Used by eligible employee to report usage of one's Personal Holiday under PH. It must be used by December 31 or it is forfeited.
<b>Sick Leave (Bereavement)</b>	<b>SD</b>	When employee is incapacitated and cannot return to work due to the bereavement of a recently deceased "Immediate Family" member, then Sick Leave for purposes of Bereavement may be used with prior administrative approval.

Category	Code	Description
<b>Sick Leave (family)</b>	<b>FS</b>	Used to report absences due to the illness, medical, or dental appointments of employee's family. Non-exempt employees can charge their sick leave in tenths of an hour increments. Exempt employees must charge their sick leave in one day increments.
<b>Sick Leave (self)</b>	<b>S</b>	Used to report absences due to illness, medical, or dental appointments. Non-exempt employees can charge their sick leave in tenths of an hour increments. Exempt employees must charge their sick leave in one day increments.
<b>Subpoenaed Witness</b>	<b>SW</b>	Used to report an absence for serving as an expert witness for the State of California for State business. To be eligible to receive full pay while serving as a witness for State business, you must accept court fees and submit a specified portion of the fees you receive to the Cashier's Office at the Joyal Administration Lobby. If fees are not surrendered to the University, you must charge vacation time for the absence or take a dock in pay. If you were subpoenaed as a witness and are a party to the suit, or you were subpoenaed as an expert witness for non-state business, you must charge paid vacation time for the absence or be docked in pay. Exempt employees cannot be charged for a partial day's absence.

Category	Code	Description
<b>Unpaid Leave Granted (Dock)</b>	<b>L</b>	Used to record approved unpaid absences of 15 days or less (informal leave) in the Miscellaneous Pay Form. Absences greater than 15 days must be processed as formal leave. Exempt employees must record their absences in whole days. An informal leave resulting in more than 11 days of pay in the pay period may impact benefits and other bargaining agreement or MPP entitlements. Submit Miscellaneous Pay Form to Payroll Services by cut-off.
<b>Vacation Leave</b>	<b>V</b>	Used to report absences for an approved vacation period. Non-exempt employees can charge their vacation leave in tenths of an hour increments. Exempt employees must charge their vacation leave in one day increments.