

Leave Explanations and Required Remarks – Classified

Leave Code	Leave Type	Leave Explanation	
		Explanation	Remarks Required
D*	Bereavement		Specify Relationship
W	Positive Time	Time worked	
I*	Miscellaneous Leave		Specify type of leave (i.e., pre-approved shared leave, suspended operations (1 st day), Domestic Violence Leave, paid release time for union stewards, etc.)
O	Overtime	Requires pre-approval from supervisor – can be paid out monetarily or converted to compensatory time.	
C	Compensatory Time	Requires pre-approval from supervisor – use prior to vacation. Definition: Overtime that has been converted to time off in lieu of monetary compensation.	
T	Temporary Salary Reduction	Temporary Salary Reduction code not being used at this time.	
P*	Personal Holiday	1 day per calendar year, may not be split	
X	Personal Leave Day	1 day per fiscal year, may not be split	
J	Civil/Jury Duty	Send summons/documentation to HR	
L*	Leave without Pay	Requires pre-approval from supervisor	

G	Life Giving	Donating blood, etc. – not to exceed 5 days in a 2 year period. Must give supervisor reasonable advance notice and written proof from accredited medical institution/physician/ or other medical professional.	
M	Military Family Leave	Send orders to HR	
H	Holiday Pay	Use when required to work on the scheduled public holidays per academic calendar. Must have supervisor approval.	Leave this day blank on the timesheet if you didn't work on the holiday.
*	Family Medical Leave	Requires HR approval	Note in remarks - FMLA and date(s)
*	L&I	Requires HR approval	Note in remarks - L&I and date(s)

* Pertains to Exempt and Classified