

Commonly Used Leave Codes

Paid Time Off (PTO)

- **Discretionary Time (Vacation/Personal)**
 - **PTO** – used for personal absence for events such as vacation.
- **Short-term Illness (first 16 hours)**
 - **PTO** – used for short-term illness/injury for employee or immediate family member. Short-term refers to the first 16 hours of absence for illness - prorated for full-time equivalency (FTE).
 - **PT6** – used for new employees who have not met their 180-day probation period and used only for their own illness or the illness of an immediate family member.

Extended Illness Bank (EIB)

- **Employee/Immediate Family Member Illness or Injury**
 - **EIB** – used for employee or immediate family member illness after 16 hours of PTO is used. Also used after 16 hours of any direct access code (DAE, DDD) and not coded on first 16 hours
 - **DAE** – used for direct access to EIB for an employee or immediate family member's overnight hospital admission (does not include 23-hour observation). Also used for chronic illness/injury after 16 hours of PTO for each chronic/recurring illness/injury per fiscal year. Employees must call the Leave Center for chronic/recurring illnesses to determine if Family Medical Leave is applicable.
 - **DDD** – used for direct access to EIB for an immediate family member's illness for up to a maximum of 16 hours per fiscal year (not per family member).
- **Parent-Teacher Conference**
 - **DDP** – used for direct access of up to 8 hours of EIB (pro-rated for FTE) per fiscal year to attend school-sponsored educational activities for your child.
 - Educational activities include parent-teacher conferences; tutoring sessions; classroom, volunteer, athletic, music or theater programs; school committees; field trips and academic competitions for the employee's children who are in pre-kindergarten through 12th grade.

Earned Holiday Bank (EHB)

- **Institutional holidays - banked when an employee works that day or when it falls on the employee's normally scheduled day off** – expires 12 months from date banked.
 - **HBK** – used to bank holiday time (see [Kronos User's Guide](#) for instructions on banking holiday time).
 - **HTK** – used to deduct from banked holiday time.

Preserved Holiday Bank (PHB)

- **Used preserved holiday time**
 - **PHT** – used to deduct from preserved holiday time.

Recognition Leave (RCL)

- **RCL** – leave awarded, at the manager's discretion, to recognize/reward outstanding work performance during a fiscal year. Maximum - 32 hours/fiscal year. (See Institutional Policy Recognition Leave ADM 0300). Cannot be used in lieu of leave without pay (LWOP) unless tied to documented outstanding performance.

Please see the [Leave Guide](#) for policies related to leave and the [Request for Time Off form](#) for codes used for other types of absences.