State Accounting Office of Georgia

Employee Job Aid – Changes in Time and Labor Effective 7/1/17

User Guide for Changes in the Absence Management and Time and Labor System

Contents

Introduction

Effective July 1, 2017, the Time and Labor system has been modified to further simplify time reporting and leave accruals. Effectively with the modifications, the Absence Management processes are no longer used for agencies using Time and Labor.

The purpose of this document is to describe changes to the system which affect how employees enter/view time and leave data in the Time and Labor system.

What Has Changed in Time and Labor

The following Leave Types have moved from Absence Management to Time and Labor.

- ❖ Annual Leave
- ❖ Education Support Leave
- ❖ Forfeited Annual Leave
- ❖ Forfeited Sick Leave
- ❖ Holiday Leave
- ❖ Military Leave 18 Day
- ❖ Military Leave 30 Day
- ❖ Personal Leave
- ❖ Sick Leave

- Leave balances are displayed in the Leave / Compensatory Time tab.
- Leave Requests are entered on the timesheet.
- Timesheets with rows entered by a process and/or an administrative adjustment that are for information only are display only to prevent edits or deletion.
- User Field 2, User Field 3 and User Field 4 are no longer displayed on the timesheet.
- A new field labelled Leave Reason has been added to the timesheet and is required for all Takes
- Holiday Earned and Holiday Taken are entered on timesheets by a process the morning of the holiday.

# Leave Requests

How to Enter a Leave Request

Leave Requests are entered directly on the timesheet; therefore, you will no longer enter your leave request as an Absence Request in Absence Management. In addition, the Leave Reason field must be entered for all Leave hours. Refer to the *Leave Reason Codes* section for a list of Leave Reason Codes and descriptions.

Below is an example showing how to enter a Leave Request on the timesheet.

NAVIGATION: SELF SERVICE > TIME REPORTING > REPORT TIME > TIMESHEET

Example: An employee is scheduled to work on Friday from 8 a.m. to 4:30 p.m. with a Lunch period from 12 p.m. to 12:30 p.m. The employee worked on Friday from 8 a.m. to 2 p.m. and did not take a lunch period. The employee took 2 hours of Annual Leave beginning at 2 p.m. The Annual Leave hours were covered by FMLA and were not related to Military Leave.

➢   Navigate to the timesheet for the period of the absence
➢   Enter worked hours
➢   Add a row using the ⊞ button on the right-hand side of the timesheet
➢   On the added row, click the *Time Reporting Code* drop-down arrow
➢   Select TRC ALX – Annual Leave Taken
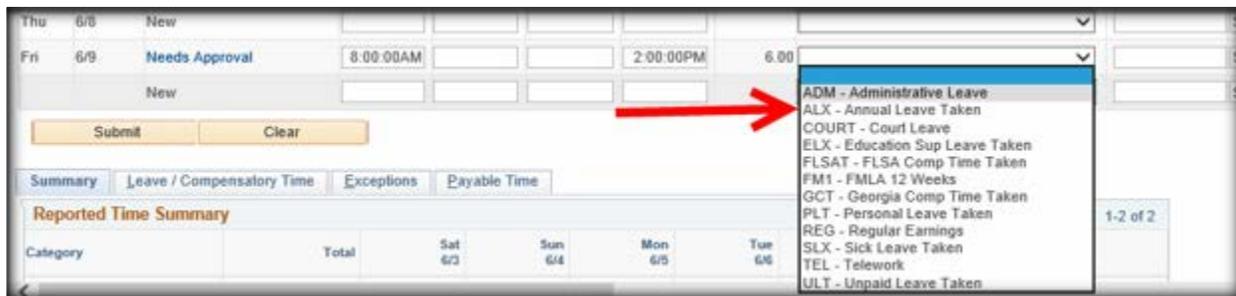
➢   In the *Quantity* field, enter the number of Annual Leave Taken hours; in this example 2 hours

➢   Scroll to the right on the timesheet to the *Leave Reason* column

➢   Click the *Magnifying Glass* 🔍 to display the Leave Reason Codes

The *Leave Reason Codes* are displayed
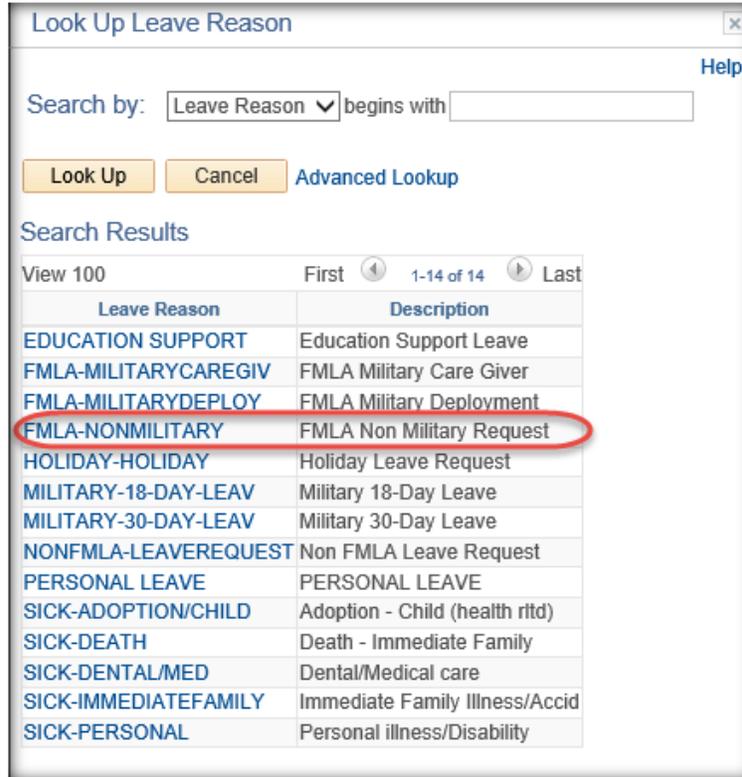
➢ Select the appropriate *Leave Reason Code*. In this example, select FMLA-NONMILITARY – FMLA
Non Military Request.

➢ Scroll back to the left side of the timesheet
➢ Click the *Submit* button to save the entries

The timesheet is now ready for Manager approval.

Notes:

- Once the ALX row is approved, it will be processed by the nightly Time Administration process. The
process will reduce the hours from the Annual Leave balance, which is displayed in the Leave /
Compensatory Time tab.

- Enter all other Leave requests using the same steps listed above.

How to Enter FLSA Comp Time and GA Comp Time Taken

FLSA Comp Time Taken and Ga Comp Time Taken are entered directly on the timesheet. In addition, a Leave Reason Code must be entered in the *Leave Reason* field for all Comp Taken hours. Refer to the *How to Enter a Leave Request* section for timesheet entry steps. Refer to *Leave Reason Codes* section for a list of Leave Reason Codes and descriptions.

Example: An employee is scheduled to work on Friday from 8 a.m. to 4:30 p.m. with a Lunch period from 12 p.m. to 12:30 p.m. The employee did not work and took 8 hours of Ga Comp Time. The Ga Comp Time Taken hours were covered by FMLA and were not related to Military Leave.

| Fri | 7/7 | Needs Approval | | | | | GCX - Georgia Comp Time Taken ▾ | 8.00 | FMLA-NONMILITARY 🔍 |

How to Display Prior and Future Timesheets

Leave Requests can be entered and submitted on timesheets for 45 days prior to the current timesheet and 180 days in the future.   A timesheet is displayed using one of the two options below for prior and future period dates.

In the *Select Another Timesheet* section

Select Another Timesheet

	*View By	Calendar Period ▾		Previous Period Next Period
	*Date	06/10/2017 📅 🔄	Please press refresh icon if time sheet is grayed out. If it is still grayed after refreshing then you are not authorized to change your time. Reported Hours 0.00	
Option 1				Option 2

Option 1 – Using the Date / Refresh button

- Click the *Calendar* icon 📅 next to the *Date* field

- Use the *drop-down arrows* and/or *prior* and *future arrows* to move to the desired month/year and select the first day of the desired period.

- Click the Refresh button ⟳ to display the timesheet.

Option 2 – Use the Prior Period and Future Period Links

- Click the **Prior Period** link `Previous Period` to move back one period at a time
- Click the **Future Period** link `Next Period` to move forward one period at a time

Leave Balances

All Comp Time balances and Leave balances are displayed on the Leave / Compensatory Time tab on the bottom of the timesheet.

Note: Adjusted balances are displayed on the period <u>following</u> the period with the Leave entries on the timesheet

How to View Balances with Accrued Hours

The Accrual process for Annual and Sick Leave runs on the 15th and last day of the month.

Example: The employee accrued Annual Leave and Sick Leave on 6/30/17. The Accrual process inserted the rows on the timesheet. Time Administration process ran and created Payable Time and updated the Leave balances

- The Accrual process inserted ALE and SLE on 6/30/17 timesheet rows. The Reported Status is Approved and the timesheet rows are display only to prevent edits or deletion.

Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
6/30	Approved						ALE - Annual Leave Earned	7.00
	Approved						SLE - Sick Leave Earned	5.00

➢ Click on the *Leave / Compensatory Time* tab on the current timesheet to display the current Annual Leave and Sick Leave balance prior to 6/30/17 rows being processed and added to the balances.

Summary	Leave / Compensatory Time	Exceptions	Payable Time			
Leave and Compensatory Time Balances ⓘ				Personalize | Find | 🗗 | 📇	1-	
Plan Type	Plan		Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1		88.76	0		📖
Comp Time	SICKLEAVE		165.26	0		📖

- Time Administration ran creating Payable Time and updating Leave balances. To view the updated balances,

➢ Navigate to the timesheet for the period <u>after</u> 6/30/17

➢ Click on the *Leave / Compensatory Time* tab to view the updated Annual Leave and Sick Leave balances

Summary	Leave / Compensatory Time	Exceptions	Payable Time			
Leave and Compensatory Time Balances ⓘ				Personalize | Find | 🗗 | 📇	1-	
Plan Type	Plan		Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1		95.76	0		📖
Comp Time	SICKLEAVE		170.26	0		📖

Note: Adjusted balances are displayed on the period <u>following</u> the period with the Leave entries on the timesheet

➢ Click on the 📖 icon in the *View Detail* column to review the details for Annual Leave (same steps to view Sick Leave detail)

> On the Leave and Compensatory Time page, click the **View All** link to display all transactions for the Comp / Leave Plan.

> Use the scroll bars to move up and down and left to right on the page

How to View Balances with Leave Taken Hours Applied

After Leave Taken timesheet entries are approved, the nightly Time Administration process will process the rows. It creates Payable Time and applies adjustments to Leave balances. Follow the steps below to view updated balances and the detail for the balances.

Example: The employee's Annual Leave balance is 95.76 hours. The employee took Annual Leave on 7/5/2017 & 7/6/2017 for 8 hours each day. The Leave was not covered by FMLA. The hours were approved by the Manager.

- Employee entered and submitted Annual Leave Taken for 8 hours on the 7/5/2017 and 7/6/2017 timesheet rows with Leave Reason NONFMLA-LEAVEREQUEST – Non FMLA Leave Request
- Manager approved the hours

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Wed	7/5	Approved						ALX - Annual Leave Taken	8.00
Thu	7/6	Approved						ALX - Annual Leave Taken	8.00

Note: Leave Reason field is not displayed in the screen print above

➢ Click on the *Leave / Compensatory Time* tab on the current timesheet to display the current Annual Leave balance prior to the 7/5/2017 and 7/6/2017 rows being processed and deducted from the balance.

| Summary | Leave / Compensatory Time | Exceptions | Payable Time |

Leave and Compensatory Time Balances ?   Personalize | Find | 🖉 | 🖽   1-

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1	95.76	0		📑

- Nightly Time Administration process ran creating Payable Time and updating Leave balances. To view the updated balances,

➢ Navigate to the timesheet for the period <u>after</u> 7/5/2017 and 7/6/2017

➢ Click on the *Leave / Compensatory Time* tab to display the updated Annual Leave balance (95.76 – 16 hours = 79.76 hours)

| Summary | Leave / Compensatory Time | Exceptions | Payable Time |

Leave and Compensatory Time Balances ?   Personalize | Find | 🖉 | 🖽   1-

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1	79.76	0		📑

➢ Click on the 📑 icon in the *View Detail* column to review the details for Annual Leave

| Summary | Leave / Compensatory Time | Exceptions | Payable Time |

Leave and Compensatory Time Balances ?   Personalize | Find | 🖉 | 🖽   1-

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1	79.76	0		📑

➢ On the Leave and Compensatory Time page, click the *View All* link to display all transactions for the Comp / Leave Plan.

Leave and Compensatory Time   Personalize | Find | View All | 🖉   Fi

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Ac

➢ Use the scroll bars to move up and down and left to right on the page

Holiday Leave Hours Earned

Every employee eligible for holiday pay will have eight (8) hours added to their Holiday Leave balance. The hours will be added on the morning of the holiday as described below.

- TRC *HLE – Holiday Leave* will be added to the timesheet for 8 hours in Approved status.
- Time Administration will run
- Hours will be added to the Holiday Leave balance and can be viewed on the Leave / Compensatory Time tab

Holiday Leave Taken

Automation of Holiday Leave Taken on Timesheet

Employees scheduled to work on the holiday will have HOL – Holiday Leave Taken entered on the timesheet during the process described in the *Holiday Leave Hours Earned* section above. The hours will be added as described below.

- A timesheet row will be added with TRC *HOL – Holiday Leave Taken* for 8 hours in Needs Approval status with *Leave Reason* HOLIDAY-HOLIDAY – Holiday Leave Request

Notes: Employee's schedule **MUST** be correct in the system **prior** to the holiday.

If absence is covered by FMLA, change to the appropriate FMLA Leave Reason Code.

- Once the HOL row is approved, it will be processed by the nightly Time Administration process. The process will reduce the hours from the Holiday Leave balance, which is displayed in the Leave / Compensatory Time tab.

How to Change HOL – Holiday Leave Taken

When the number of hours is incorrect on the HOL – Holiday Leave Taken row

- ➢ Click in the *Quantity* field and change the hours to the correct number
- ➢ Click the *Submit* button
- ➢ Once the HOL row is approved, it will be processed by the nightly Time Administration process. The process will reduce the hours from the Holiday Leave balance, which is displayed in the Leave / Compensatory Time tab.

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Tue	7/4	Approved						HLE - Holiday Leave Earned	8.00
		Needs Approval						HOL - Holiday Leave Taken ⌄	8.00

Note: If absence is covered by FMLA, change to the appropriate FMLA Leave Reason Code.

Examples of Timesheets with Holiday Reporting

Example – Did NOT Work on Holiday - Scheduled to Work on Holiday

Below is an example of an employee's timesheet who was scheduled to work on the holiday and did not work on the holiday.

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Tue	7/4	Approved						HLE - Holiday Leave Earned	8.00
		Needs Approval						HOL - Holiday Leave Taken ⌄	8.00

Note: A Leave Reason is required on HOL – Holiday Leave Taken row.

Example – Did Not Work on Holiday – Not Scheduled to Work on Holiday

Below is an example of an employee's timesheet who was not scheduled to work on the holiday and did not work on the holiday.

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Tue	7/4	Approved						HLE - Holiday Leave Earned	8.00

Example – Worked on Holiday – Scheduled to Work on Holiday

Below is an example of an employee's timesheet who was scheduled to work on the holiday and worked a partial day on the holiday.

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Tue	7/4	Approved						HLE - Holiday Leave Earned	8.00
		Needs Approval						HOL - Holiday Leave Taken ⌄	5.00
		Needs Approval	10:00:00AM			1:00:00PM	3.00	⌄	

Note: A Leave Reason is required on HOL – Holiday Leave Taken row.

Example – Worked on Holiday – Not Scheduled to Work on Holiday

Below is an example of an employee's timesheet who was not scheduled to work on the holiday and worked a partial day on the holiday.

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
Tue	7/4	Approved						HLE - Holiday Leave Earned	8.00
		Needs Approval	8:00:00AM			11:00:00AM	3.00	⌄	

Time Reporting Codes

Time Reporting Codes (TRCs) are set-up based on each employee's Time and Labor security roles.

Note: Only TRCs assigned to the employee's Workgroup will be in the TRC drop-down list

TRCs Available To All

The TRCs listed below are available for all to enter and edit on their timesheets.

TRC	Description	Employee, Manager, TL Local Admin	TandL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
ADM	Administrative Leave	Editable	Editable	N/A	N/A
COURT	Court Leave	Editable	Editable	N/A	N/A
DTOP	Duty Officer Pay - to payroll	Editable	Editable	N/A	N/A
ECP	Emergency CompTime Pay-Payroll	Editable	Editable	N/A	N/A
EVENT	Special Event Pay	Editable	Editable	N/A	N/A
FM1	FMLA 12 Weeks	Editable	Editable	N/A	N/A
FUR	Furlough	Editable	Editable	N/A	N/A
OCPP	On Call Pay	Editable	Editable	N/A	N/A
OTAP	Overtime Pay Additional-Payrol	Editable	Editable	N/A	N/A
OTEP	Overtime Pay Exempt-to Payroll	Editable	Editable	N/A	N/A
REG	Regular Earnings	Editable	Editable	N/A	N/A
REGH	Regular Pay Hourly	Editable	Editable	N/A	N/A
REGP	Regular Pay - to Payroll	Editable	Editable	N/A	N/A
SIP	Special Injury Pay	Editable	Editable	N/A	N/A
TEL	Telework	Editable	Editable	N/A	N/A
TELHP	Telework - Hourly - to Payroll	Editable	Editable	N/A	N/A
TRN	Training	Editable	Editable	N/A	N/A
ULT	Unpaid Leave Taken	Editable	Editable	N/A	N/A
Comp Time Take and Leave Taken TRCs					
ALX	Annual Leave Taken	Editable	Editable	Annual Leave	Decrease
BCX	Budget Comp Taken	Editable	Editable	Budget Comp	Decrease
ELX	Education Sup Leave Taken	Editable	Editable	Education Sup Leave	Decrease
FLX	FLSA Comp Time Taken	Editable	Editable	FLSA Comp	Decrease
GCX	Georgia Comp Time Taken	Editable	Editable	Ga Comp	Decrease
HOL	Holiday Leave Taken	Editable	Editable	Holiday Leave	Decrease

TRC	Description	Employee, Manager, TL Local Admin	TandL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
MLX18	Military Leave Taken 18 Days	Editable	Editable	Military 18 Days	Decrease
MLX30	Military Leave Taken 30 Days	Editable	Editable	Military 30 Days	Decrease
PLX	Personal Leave Taken	Editable	Editable	Personal Leave	Decrease
PSX	PSC Comp Time Taken	Editable	Editable	PSC Comp	Decrease
SLX	Sick Leave Taken	Editable	Editable	Sick Leave	Decrease

TRCs Available to Central Administrators

The TRCs listed below are available and used by TL Central Administrators to enter and adjust Comp Time and Leave balances on the timesheets. Any adjustment entered by the TL Central Administrators are display only to prevent edits or deletion. The employee, manager and TL Local Administrator's TRC drop-down list does not display the TRCs listed below.

TRC	Description	Employee, Manager, TL Local Admin	TandL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
AFN	Annl Lv Forf Adj Decrease	View	Editable	Annual Leave	Decrease
AFP	Annl Lv Forf Adj Increase	View	Editable	Annual Leave	Increase
ALN	Annual Lv Adj Decrease	View	Editable	Annual Leave	Decrease
ALP	Annual Lv Adj Increase	View	Editable	Annual Leave	Increase
BCA	Budget Comp Adj	View	Editable	Budget Comp	Both
ELN	Education Sup Adj Decrease	View	Editable	Education Sup Leave	Decrease
ELP	Education Sup Adj Increase	View	Editable	Education Sup Leave	Increase
FAN	Forf Annl Lv Adj Decrease	View	Editable	Forf Annual Leave	Decrease
FAP	Forf Annl Lv Adj Increase	View	Editable	Forf Annual Leave	Increase
FCN	Forf Adj Comp/Unknown Decrease	View	Editable	Forf Comb/Unknown	Decrease
FCP	Forf Adj Comp/Unknown Increase	View	Editable	Forf Comb/Unknown	Increase
FLA	FLSA Comp Adjustment	View	Editable	FLSA Comp	Both
FSN	Forf Sick Lv Adj Decrease	View	Editable	Forf Sick Leave	Decrease
FSP	Forf Sick Lv Adj Increase	View	Editable	Forf Sick Leave	Increase
GCA	Georgia Comp Time Adj	View	Editable	Georgia Comp	Both

TRC	Description	Employee, Manager, TL Local Admin	TandL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
HLN	Holiday Adj Decrease	View	Editable	Holiday Leave	Decrease
HLP	Holiday Adj Increase	View	Editable	Holiday Leave	Increase
MLE18	Military Leave Earned 18 Days	View	Editable	Military 18 Days	Increase
MLE30	Military Leave Earned 30 Days	View	Editable	Military 30 Days	Increase
MLN18	Military Adj Decrease 18 Days	View	Editable	Military 18 Days	Decrease
MLN30	Military Adj Decrease 30 Days	View	Editable	Military 30 Days	Decrease
MLP18	Military Adj Increase18 Days	View	Editable	Military 18 Days	Increase
MLP30	Military Adj Increase 30 Days	View	Editable	Military 30 Days	Increase
PLN	Personal Leave Adj Decrease	View	Editable	Personal Leave	Decrease
PLP	Personal Leave Adj Increase	View	Editable	Personal Leave	Increase
PSA	PSC Comp Time Adj	View	Editable	PSC Comp	Both
SFN	Sick Lv Forf Adj Decrease	View	Editable	Forf Sick Leave	Decrease
SFP	Sick Lv Forf Adj Increase	View	Editable	Forf Sick Leave	Increase
SLN	Sick Lv Adj Decrease	View	Editable	Sick Leave	Decrease
SLP	Sick Lv Adj Increase	View	Editable	Sick Leave	Increase

TRCs Display Only For All

The TRCs listed below are inserted on the timesheet by a Time and Labor system process, which includes the results of Time Administration in Payable Time. System only TRCs are display only for all roles to prevent edits or deletion.

TRC	Description	Employee, Manager, TL Local Admin	TandL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
AFD	Annl Lv Proc Decrease	View	View	Annual Leave	Decrease
AFI	Annl Lv Proc Increase	View	View	Annual Leave	Increase
ALE	Annual Leave Earned	View	View	Annual Leave	Increase
BCE	Budget Comp Earned	View	View	Budget Comp	Increase
ELE	Education Sup Leave Earned	View	View	Education Sup Leave	Increase
FAD	Forf Annl Lv Proc Decrease	View	View	Forf Annual Leave	Decrease
FAI	Forf Annl Lv Proc Increase	View	View	Forf Annual Leave	Increase
FCD	Forf Adj Comb/Unknown Proc Dec	View	View	Forf Comb/Unknown	Decrease

TRC	Description	Employee, Manager, TL Local Admin	TandL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
FCI	Forf Adj Comb/Unknown Proc Inc	View	View	Forf Comb/Unknown	Increase
FLE	FLSA Comp 0.5 Time Earned	View	View	FLSA Comp	Increase
FSD	Forf Sick Lv Proc Decrease	View	View	Forf Sick Leave	Decrease
FSE	FLSA Comp 1.0 Time Earned	View	View	FLSA Comp	Increase
FSI	Forf Sick Lv Proc Increase	View	View	Forf Sick Leave	Increase
FUR1	Furlough Week 1	View	View	N/A	N/A
FUR2	Furlough Week 2	View	View	N/A	N/A
GCE	Georgia Comp Time Earned	View	View	Georgia Comp	Increase
HLE	Holiday Leave Earned	View	View	Holiday Leave	Increase
HSE	Holiday Georgia Comp	View	View	Georgia Comp	Increase
HSEBC	Holiday Comp for Budget	View	View	Budget Comp	Increase
HSEPC	Holiday Comp for PSC	View	View	PSC Comp	Increase
MLRUL	Meal Period Rule Based	View	View	N/A	N/A
MLTKN	Meal Period Taken	View	View	N/A	N/A
MLWRK	Meal Period Worked	View	View	N/A	N/A
NCH	Non-Compensable Hours	View	View	N/A	N/A
OTP	Overtime Pay	View	View	N/A	N/A
OTPP	Overtime Pay to Payroll	View	View	N/A	N/A
OTSP	Overtime Straight Time	View	View	N/A	N/A
PLE	Personal Leave Earned	View	View	Personal Leave	Increase
PSE	PSC Comp Time Earned	View	View	PSC Comp	Increase
REG1	Regular Earnings Week 1	View	View	N/A	N/A
REG2	Regular Earnings Week 2	View	View	N/A	N/A
REGA	Regular Pay - Additional Hours	View	View	N/A	N/A
SFD	Sick Lv Proc Decrease	View	View	Sick Leave	Decrease
SFI	Sick Lv Proc Increase	View	View	Sick Leave	Increase
SIP1	Special Injury Pay Week 1	View	View	N/A	N/A
SIP2	Special Injury Pay Week 2	View	View	N/A	N/A
SLE	Sick Leave Earned	View	View	Sick Leave	Increase
TRN1	Training Week 1	View	View	N/A	N/A
TRN2	Training Week 2	View	View	N/A	N/A
ULT1	Unpaid Leave Taken Week 1	View	View	N/A	N/A
ULT2	Unpaid Leave Taken Week 2	View	View	N/A	N/A

Leave Reason Codes

Leave Reason Codes are required for all Comp Time Taken and Leave Taken hours. The chart below provides a list of available Leave Reason Codes.

Leave Reason	Description
EDUCATION SUPPORT	Education Support Leave
FMLA-MILITARYCAREGIV	FMLA Military Care Giver
FMLA-MILITARYDEPLOY	FMLA Military Deployment
FMLA-NONMILITARY	FMLA Non Military Request
HOLIDAY-HOLIDAY	Holiday Leave Request
MILITARY-18-DAY-LEAV	Military 18-Day Leave
MILITARY-30-DAY-LEAV	Military 30-Day Leave
NONFMLA-LEAVEREQUEST	Non FMLA Leave Request
PERSONAL LEAVE	PERSONAL LEAVE
SICK-ADOPTION/CHILD	Adoption - Child (health rltd)
SICK-DEATH	Death - Immediate Family
SICK-DENTAL/MED	Dental/Medical care
SICK-IMMEDIATEFAMILY	Immediate Family Illness/Accid
SICK-PERSONAL	Personal illness/Disability