**Regular Hours**

RF – Regular 1st (Ungraded)

RG - Regular (Graded)

RS - Regular 2nd (Ungraded)

RT – Regular 3rd (Ungraded)

**Leave Hours - Paid**

LA - Annual Leave

LB - Advanced Annual Leave

\* LC - Court Leave

LF - Forced Annual Leave

LG - Advanced Sick Leave

LH - Holiday Leave

\* LL - Law Enforcement Leave

\* LM - Military Leave

**LN - Administrative Leave**

LV – Excused Absence

LS - Sick Leave

\* LT - Injury Leave

\* LU - Date of Injury

LY - Time off Award

**Leave Hours - Nonpaid**

KA – LWOP

\* KB - Suspension

\* KC - AWOL

\* KD - OWCP

KE - Furlough

\* KG - Military Furlough

**Compensatory Hours**

\* CB - Travel Comp Time

\* CE - Comp Time Earned

CF - Travel Comp Time Used

CT - Comp Time Taken

**Sunday Premium**

SF - Sunday Pay

SG- Sunday Pay

SS - Sunday Pay

ST - Sunday Pay

**Holiday Hours**

\* HF - Holiday Pay

\* HG - Holiday Pay

\* HS - Holiday Pay

\* HT - Holiday Pay

**Family Leave Codes**

DE-Family Care/Bereavement

DF - Adoption

**Family Medical Leave**

DA - Childcare

DB - Adoption

DC - Care of Dependent

DD - Health Condition

SAD- State Active Duty

\* LS – Disabled Veterans Leave

**Usage**

Straight time pay for ungraded employees who work first shift

Straight time pay for graded employees regardless of scheduled hours worked

Straight time plus 7.5% shift pay for ungraded employees who work second shift

Straight time plus 10% shift pay for ungraded employees who work third shift

**^ Leave request required for hours claimed**

^ Leave earned that is available for use by all permanent, indefinite employees, and temporary employees who are appointed to positions in excess of 90 days.

^ Used if an activity has approved advanced annual leave (prior approval and processing by HRO for entitlement)

^ Paid leave for Jury duty

^ Annual leave that is directed to be taken by management

^ Used if an activity has approved advanced sick leave (prior approval and processing by HRO for entitlement)

Paid leave for designated Federal Holidays

^ Special category of military leave - specific guidance required when used

^ 120 hours of leave granted to a member in place of a military status

^ **PH -**Dental Appointment (1 per year in conjunction with DD Form 2813, up to 4 hours, must have less than 80 hours of sick leave to use PH)

^ Presidential Leave, Voting, Blood Donation, Emergency Situations, Funeral Honors Duty

^ Leave taken in conjunction with being sick or for use with a medical appointment \* If leave is more than 3 consecutive days Doctors note may be required (HQ IDNG REG)

^ Absence due to a traumatic injury covered by Continuation of Pay (COP) (in conjunction with LU)

^ Hours of non-work due to traumatic injury (Not to be used after date of injury)

^ Leave given in lieu of cash award

^ Leave without Pay

^ Administrative suspension processed through HRO

^ Absence With Out Leave - used for periods of unauthorized absence

^ Non-pay status due to receiving compensation from the Office of Worker's Compensation Programs

^ Lack of Work

^ Non-pay hours in conjunction with performing military duty

$ Time spent by an employee in a travel status away from the official duty station.

$ Hours worked as overtime that are entered in to be used at a later time as comp time off

^ Comp Time off in lieu of payment for an equal number of hours worked

^ Comp Time off in lieu of payment for an equal number of hours worked

Pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday

Pay for a full-time graded employee when Sunday is a regularly scheduled workday during the administrative work week

Pay for full-time ungraded second shift employees (including shift differential) when Sunday is a regularly scheduled workday

Pay for full-time ungraded third shift employees (including shift differential) when Sunday is a regularly scheduled workday

**AF Form 428 required; must route through Finance prior**

Pay for ungraded first shift employees who work on the holiday

Pay for graded employees who work on the holiday

Pay for ungraded second shift employees who work on the holiday, plus shift differential

Pay for ungraded third shift employees who work on the holiday, plus shift differential

**^ Reported on the HZ/OTH field for applicable type hour leave codes (LS, LA, LB, LG, KA, CT)**

Sick Leave taken to provide care for a family member, make necessary arrangements for the death of a family member, or attend the funeral of a family member

Sick Leave taken for the purposes relating to the adoption of a child

**^ Require prior Authorization - Reported in the HZ/OTH field for applicable type hour leave codes (LS, LA, LB, LG, KA, CT)**

Birth of son/daughter or care of newborn

Adoption or Foster Care

Care of spouse, son daughter, or parent with a serious health condition

Serious Health condition of an employee

Seek guidance from finance to coordinate proper time coding

^ PW – Veteran with a service-connected disability rating of 30% or more may use in place of sick leave for undergoing medical treatment connected to the service disability

(see HRO/Finance for guidance)