



# APPROVED LEAVE HIERARCHY

JOB AID TM-02 | CODE 9000

TM

The purpose of this job aid is to explain changes to the Approved Leave hierarchy (Attendance/Absence type 9000) and the order in which leave can be used. With changes to the Vacation & Bonus Leave policy effective 10/1/2014, an employee can choose to consume Bonus Leave before Vacation Leave.

To accommodate this policy revision, Bonus Leave was removed from the Approved Leave hierarchy effective 9/1/2015 and is now deductible with new Attendance/Absence type 9100 (Bonus Leave).

## Current Approved Leave Hierarchy

9/1/2015-12/31/9999
22 – Holiday Comp
20 – Overtime Comp
21 – Gap Hours Comp
23 – Callback Comp
26 – On Call Comp
24 – Travel Comp
27 – Emergency Closing Comp
29 – Incentive Leave
10 – Vacation Leave
31 – Advanced Vacation Allowed

## Previous Approved Leave Hierarchy

Go live - 8/31/2015
22 – Holiday Comp
20 – Overtime Comp
21 – Gap Hours Comp
23 – Callback Comp
26 – On Call Comp
24 – Travel Comp
27 – Emergency Closing Comp
29 – Incentive Leave
10 – Vacation Leave
50 – Bonus Leave
31 – Advanced Vacation Allowed

## Change Record

5/26/2022: Formatted tables, added headings, and alt text to make accessible – A. Durrence

3/20/23: Updates for searchability and accessibility – A. Durrence