



*"Service with Excellence  
& Integrity"*

## Arkansas Department of Community Correction

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### **ADMINISTRATIVE DIRECTIVE: AD 09-02 EMPLOYEE WORK SCHEDULES, COMPENSATION, AND TIMEKEEPING**

**TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES**

**FROM: G. DAVID GUNTARP, DIRECTOR**

**SUPERSEDES: AD 06-16**

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**APPROVED: Signature on File EFFECTIVE: March 1, 2009**

- I. APPLICABILITY.** This policy applies to all DCC employees.
- II. POLICY.** All DCC positions are classified as exempt, nonexempt or 207(k) (7K) law enforcement exempt from the Fair Labor Standards Act (FLSA). Supervisors of nonexempt and 7K law enforcement employees are required to hold employees accountable to the established regular work week standard unless overtime hours of work are necessary and approved to facilitate operations.
- III. DEFINITIONS.**
  - A. Leave Without Pay (LWOP).** A temporary uncompensated status wherein an employee is authorized to be absent from duty.
  - B. Overtime.** Time physically worked in excess of 40 hours in a work week for nonexempt employees and in excess of 86 hours in a 2 week pay period for 7K exempt employees.
  - C. Straight Time.** Time physically worked between 80 and 86 hours in a pay period for 7K exempt employees.

**IV. GUIDELINES.** HRS Administrator shall ensure all DCC positions are classified as, exempt, nonexempt, or 7K exempt.

- A. Non-Exempt.** Non-exempt employees are those whose functional job duties and responsibilities do not meet the FLSA exemption test and who are compensated with time on a multiple of their hourly rate of pay for overtime. All time sheets must reflect the exact time the non-exempt employee physically worked.

Actual overtime physically worked above 40 hours in a scheduled work week will be credited in the form of FLSA overtime at the rate of time and one half for those hours physically worked over 40 in one week. In addition to compensation for regular hours worked, a non-exempt employee will be credited with time off in lieu of pay or the time will be banked for all hours physically worked over 40 in a work week up to 240 hours. The non-exempt employee will be compensated for hours earned over 240.

- B. Exempt.** Employees whose positions meet specific tests established by the FLSA and State Law and are exempt from the FLSA overtime provisions requirements. Exempt employees are paid on an annual salary basis

- C. 7K Law Enforcement (Partially Exempt).** Employees categorized as 7K law enforcement personnel are partially exempt from the FLSA and will record time based on a standard 14 day work period (80 to 86 hours). The partial exemption provides that employees are paid at their regular work schedule rate of pay for the first 80 hours they physically work. Those hours physically worked between 80 and 86 hours will be counted as straight time and placed in the employee's banked straight time account. Any hours physically worked in excess of 86 in the 14 day work period are counted as overtime at a rate of one and one half times. These hours will be placed in the employee's overtime account. The 7K exempt employee will be compensated for straight time in excess of 40 hours and overtime hours in excess of 200.

- D. DCC Work Schedules.** With exception of approved alternative schedules, the standard work day is 8 hours interrupted by no more than one meal break and a 15 minute morning and afternoon break unless otherwise authorized by this policy. Supervisors are responsible for ensuring employees work their complete and authorized work schedule. Any alternative permanent schedule must be approved by the Director. DCC standard work schedules maybe adjusted by the Director in the event of a budgetary situation that warrents an agency-wide reduction of personnel.

**E. Time Management.**

1. Arrival/Departure. Non-Exempt and 7-K exempt employees are not permitted to arrive at their duty stations sooner than 15 minutes before the beginning of their work schedule nor stay more than 15 minutes past the end of the work schedule. The immediate supervisor must ensure that this requirement is observed.
2. Managing Work Time. Supervisors, employees, and timekeepers must work together to manage schedules to ensure guidance in this policy is followed, to minimize accumulation of banked holidays, straight time, and overtime; and to

ensure accurate time records. Where accumulation of banked straight time/overtime is necessary, supervisors and employees must monitor balances to avoid exceeding limits that invoke automatic AASIS payments. Supervisors may require employees to take time off to accomplish this. Supervisors are responsible for establishing and enforcing the start, meal, and stop times to ensure an employee does not work unauthorized overtime.

3. **Benefit vs. Entitlement.** Benefits consist of holidays, annual and sick leave. Entitlements are overtime and straight time. Under no circumstance must a benefit be converted into an entitlement by counting it toward the hours the employee physically works. For example, a non-exempt employee uses 8 hours sick leave on Monday, then physically works 9 hours on Tuesday, 8½ hours on Wednesday, 9 hours on Thursday and 7½ hours on Friday. The employee would have a total of 34 hours physically worked and 8 hours of sick leave for a total of 42 hours. Forty (40) hours is all that is required for the pay week. Therefore, the number of sick leave hours charged should be reduced from 8 to 6 and the sick leave account credited 2 hours. Timekeepers should inform the supervisor and employee of the necessary corrections, have the changes to a time sheet initialed by the employee and supervisor and then make the appropriate changes to AASIS. Under no circumstance will 2 hours be added to the employee's banked straight time account.
4. **Time Sheets.** All time sheets must reflect the exact time the employee physically worked, any paid leave, and leave without pay.

#### **F. Banked Holidays, Straight Time, and Overtime.**

1. **Use.** Overtime may only be worked with the prior approval of the Chief Deputy Director, Deputy or Assistant Directors, Center Supervisors, or Parole/Probation Managers. Form 1 must be used to request/approve overtime. Employees are required to use banked holidays, straight time, and then overtime before using annual leave or leave without pay unless an exception is permitted in this policy. When an employee requests annual leave, the timekeeper must check leave balances and charge banked holidays, straight time, and overtime, in that sequence, before charging annual leave or leave without pay. The timekeeper will correct the employee's time sheet, initial the change, explain the change to the employee, and have the employee to initial the change. An employee who requests to use banked holidays, straight time, overtime, or annual leave shall be permitted to do so within a reasonable period after making the request if its use does not unduly disrupt the operations. The minimum amount of banked holiday, straight time or overtime that can be requested or accrued is fifteen (15) minutes. If an employee is in danger of losing annual leave at the end of the year, a supervisor may allow the employee to use annual leave before using banked holiday, straight time, and overtime. Generally this would be allowed primarily when work projects and priorities have prevented the employee from taking the time off.

2. Upon Hire. The DCC will not transfer holidays, straight time, or overtime from other State agencies.
3. Promotion. Provided funds are available, an employee will be paid for straight time and overtime balances upon promotion from a non-exempt to an exempt position. Payment will be at the rate prior to promotion.
4. Retirement. Employees are permitted to defer to the State 457 Deferred Compensation Plan all, or a portion of, their final lump sum monies (comprised of unused sick or vacation leave) provided the employee follows the requirements of the program. Employees should discuss this option with HRS before their termination due to retirement.
5. Termination. Upon termination from employment, the employee shall receive payment for any unused holidays, straight time and overtime at the employee's final regular rate of pay.

**G. Annual Leave.** Annual leave is earned at a predetermined rate based on years of service. Leave is earned during each month and is available the first day of the following month. Leave cannot be used until it is available. Annual leave can be used in increments of 15 minutes. For employees at an alternative work site who are approved to work a 10 hour a day work schedule, when taking a full day of annual leave it will be charged at a rate of 10 hours a day not to exceed 40 working hours in a seven day work week or 80 hours in a 14 day pay period. Employees must request leave in advance and receive approval by the supervisor prior to the leave beginning. Supervisors may deny a leave request due to "business necessity." An employee will not earn annual leave when on leave without pay for ten (10) or more cumulative days within a calendar month. While an employee's year- to-date leave account may exceed 240 hours during the calendar year, no more than 240 hours may be carried over into the next calendar year. It is the responsibility of the employee to take leave during the year to avoid a "take it or lose it" situation. It is suggested that employees assess their annual leave accounts on October 1<sup>st</sup> each year to determine if it will put them in a use or lose situation. Annual leave that will be lost may be donated to the catastrophic leave bank by December 31st.

**H. Sick Leave.** Sick leave is earned at the rate of 8 hours per month regardless of years of service. It is available the first day of the following month. Sick leave cannot be used until it is available. It can be used in increments of 15 minutes. An employee will not earn sick leave when on leave without pay for 10 or more cumulative days within a calendar month.

1. The use of sick leave is contingent upon the occurrence of one of the events listed below: If the event never occurs, the employee is not entitled to the sick leave benefits.
  - a. employee is unable to work because of sickness, injury, or has the need to seek medical, dental or optical treatment, or

- b. the death or serious illness of an immediate, family member (father, mother, sister, brother, spouse, child, grandchild, grand parents, in-laws or a person acting as a parent, guardian or ward of the employee).
  2. Requests to use sick leave for medical appointments should be made in advance. Employees must notify their supervisor within the first 15 minutes of on the first day of absence due to unexpected illness or as soon as possible. The employee must complete a sick leave request upon their return to work and no later than two days following their return.
  3. Banked holidays, straight time, and overtime may be used in lieu of sick leave.
  4. For employees at an alternative work site who are approved to work a 10 hour a day work schedule, when taking a full day of sick leave it will be charged at a rate of 10 hours a day not to exceed 40 working hours in a seven day work week or 80 hours in a 14 day pay period.
  5. The maximum hours of sick leave that can be carried over to the next calendar year on December 31<sup>st</sup> is 960. If the employee is ill and has no sick leave, leave should be charged in the following order: banked holiday, straight time, overtime, annual leave, LWOP. If an employee is off work 40 or more consecutive hours, a medical “certificate of illness” is required upon returning to work. However, a supervisor may request a medical “certificate of illness” at any time. Employees should use the Certificate of Illness form available at the OPM web site [DFA | Office of Personnel Management Forms](#) or provide (a signed physicians statement that the illness prevented the employee from performing his or her normal work for a specified period of time.
- I. On-Call Time.** Time spent on-call, under circumstances where the time can be used effectively for personal purposes, is not compensable. Generally, an employee who is not required to remain on DCC premises but is merely required to leave word with DCC officials where he or she may be reached or carry a cell phone or pager is not working while on-call. To be considered as compensable on-call time, an employee must be restricted from using the time for his or her personal pursuits. Should an employee be called in while on-call, pay begins when the employee receives the call. The employee must report immediately and no later than 1 hour after receiving the call. An employee who reports later than 1 hour will be paid beginning upon arrival. Should the employee be released before the end of the shift or the end of their regular work schedule, on-call pay will be stopped when the employee leaves the premises.
- J. Compensable Time for Training.** If DCC requires an employee to attend a particular class (mandatory) on a weekend or regular day off, the time attending the mandatory training may be counted as time worked. It may be counted toward the 40 hours in a week if the employee is nonexempt, and 80 hours in a pay period if the employee is 7K exempt. Any time worked over these scheduled hours may be counted as (straight time or overtime, whichever applies). Specific questions regarding whether training time is compensable should be directed to the HRS Administrator. Employees must have an approved training request completed before attending training during work hours or

when given compensatory time for training. There are classes that are offered as a preview or preparation for taking a licensee exam, such as for a CADC designation, that are not mandatory and are not a prerequisite for taking the exam. Hours attending these type classes cannot be counted toward compensated time

**K. Worker Compensation.** Employees who are absent from work due to a temporary occupational injury or illness and who are entitled to Workers' Compensation benefits may use their accrued sick leave, banked holidays, straight time, overtime or annual leave as a supplement to such benefits. The combination of Workers' Compensation benefits and paid leave mentioned above shall not exceed the employee's regular salary rate of pay per pay period. Contact the DCC Insurance Specialist in Human Resources for more information.

**L. Meal Breaks, Rest Breaks and Fitness Activities.** Non-exempt and 7K employees may not work through meal breaks unless specifically approved by the immediate supervisor. Time set aside for meal breaks is unpaid time. However, the meal period must be counted as time worked if it is not at least 30 minutes, or the employee is not completely relieved of all duties and the employee is not free to leave his or her duty post.

A paid fifteen minute break period has been established for the first half and last half of the work day. These breaks will be scheduled at the discretion of the supervisor. Breaks can be combined only for the purpose of a 30 minute fitness activity with the approval of the supervisor. Employees must leave and return from breaks in a timely manner. Breaks may not be combined with meal breaks, nor taken to leave work early or arrive late. When an employee does not take a break during the first or last half of the work schedule and does not take an approved fitness break, that benefit is lost.

**M. Pay Periods.** Biweekly pay periods run from Sunday of one week through Saturday of the following week. Employees are paid every other Friday for time worked through the preceding payroll cycle. The time sheet is used to record hours non-exempt and 7K employees worked during the pay period. A pay period schedule is retained HR.

**N. Holidays.** Generally, DCC employees are not allowed to work on a holiday unless they are required to maintain the security and order of a residential center, the General Assembly is in session and the employee is designated as an essential staff member at a DCC office in Pulaski County, or the employee is asked to work by the supervisor. If a state observed holiday falls on a scheduled workday, the holiday is taken that day. If it falls on a Saturday, the holiday will be observed the last scheduled worked day prior to that. If it falls on a Sunday, the holiday will be observed the first scheduled workday following that Sunday. For employees at an alternative work site who are approved to work a 10 hour a day work schedule, holidays accrue at 10 hours a day, however; there is no change for the annual or sick leave accrual. When a holiday is worked, it must be entered as "banked" in AASIS for future use. The supervisor may schedule the employee off as soon as practical after the holiday. If an employee is on paid leave when a holiday occurs, the holiday time will be applied rather than another type of leave.

**O. Other Leave.** As authorized and administered by OPM, DCC employees are entitled to request other forms of leave. Specific questions regarding eligibility or the approval process for these leave categories should be addressed to the DCC HRS Administrator.

1. **Court and Jury Leave.** An employee who serves as a juror or is subpoenaed as a witness, not involving personal litigation or service as a paid witness outside the scope of state employment is entitled to receive normal and full compensation in addition to any fees paid for such services. The employee is required to furnish a copy of the jury notice and/subpoena to qualify for this benefit. If the employee provides reasonable notice to the agency/institution of the required proceedings, the employee shall not be subject to discharge from employment, loss of annual or sick leave or accrual rates, and any other penalty. Court and jury leave is not annual leave. Employees who work night shifts and are required to serve in court during the day or are subpoenaed as a witness in a court or hearing, not involving personal litigation or service as a paid witness outside the scope of state employment, shall be allowed to take court and jury leave on the night shift of the day on which they served.
2. **Education Leave.** Employees may be eligible to take “education leave” to attend job-related classes as authorized in the Employee Training Policy.
3. **Military Leave.** Regular, full-time state employees who are members of the National Guard or of the reserve branches of the US Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. Up to fifteen (15) unused military leave days may be carried over to the succeeding year for a maximum of thirty (30) military leave days for military training purposes for that calendar year. Employees who are members of the Inactive Reserve Corps of the United States Public Health Service (USPHS) who desire to take leave for the purpose of participating in the civil defense and public health training programs made available by the USPHS are eligible for this leave benefit. Employees who are drafted, called up for active duty or for specialized training may also be eligible for military leave benefits. Military leave is not authorized without HR receipt of an official order with the employee’s name affixed.
4. **Donor Leave.** State employees are entitled to leave with pay for up to 30 days per calendar year to serve as a human organ donor. In addition, state employees are entitled to leave with pay for up to seven days per calendar year to serve as a bone marrow donor. To qualify for organ or bone marrow donor leave, the employee must provide a written request from both the employee and the medical physician that will perform the transplantation. Following the transplantation, written verification of the fact must be provided by the same physician.

5. Leave Without Pay (LWOP).

- a. LWOP is discouraged except in cases of catastrophic and family medical leave because it results in staff shortages. LWOP in excess of 40 hours consecutive requires the approval of the appropriate Deputy Director. The Director must approve all LWOP involving disciplinary actions.
  - b. An employee must use all banked holidays, straight time, overtime, annual leave, and where-applicable, sick leave, prior to going into LWOP status with the following exceptions:
    - (1) In the case of maternity leave, such employee may elect to take leave without pay, without exhausting accumulated banked holidays, straight time, overtime, annual and sick leave.
    - (2) In the case of disciplinary actions, the agency may place an employee in disciplinary leave without pay status in accordance with agency policy.
  - c. An employee who is approved to go on LWOP is responsible for making timely payments for group health and life insurance if he/she wants continued coverage, to include paying the portion of the cost normally covered by DCC. However, if the employee is receiving Worker's Compensation benefits or is in Family Medical Leave Act (FMLA) status, DCC will continue to pay the employer matching amount. Failure to comply with the due dates and premium amounts will mean the immediate cancellation of group health/life insurance. Once insurance is cancelled, the employee cannot reapply until the next open enrollment period.
  - d. An employee who is in LWOP status for 10 or more days during a month does not accrue sick or annual leave for that month.
  - e. Employees may be dismissed if they fail to report to work promptly at the expiration of the period of LWOP. However, along with the Director's approval for the extension, the supervisor may accept satisfactory reasons provided by the employee in advance of the date to return to work and extend the leave period accordingly.
6. FMLA. Employees must complete and file the appropriate forms through the supervisor with HRS and receive a reply prior to commencing FMLA. Forms are available through HR.

## V. PROCEDURES.

- A. Timekeeping Records.** Non-exempt and 7K exempt employees must accurately complete and submit time sheets in sufficient time for the timekeeper to enter time in AASIS to meet the payroll schedule. All employees must complete leave request forms and comply with guidance in this policy. Timekeeping forms include: AD 09-02 Form 1, “Authorization to Work Overtime,” AD 09-02 Form 2, “Leave Request for Employee,” and AD 09-02 Form 3 “Time Sheet Weekly.”
- B. Determining FLSA Designation.** FLSA designations for each position classification within the state Classification and Compensation Act are determined and assigned by OPM. If the FLSA designation of the position occupied by the employee is in question, the appropriate deputy director must contact the HRS Administrator and request a classification status review. The HRS Administrator will submit the Request For Review to OPM for approval.
- C. Leave Records.** Supervisors/timekeepers must ensure timekeeping records are forwarded to the new supervisor/timekeeper when an employee transfers, promotes or demotes to another position within the DCC. When an employee leaves the agency, the supervisor must forward records to HRS to be maintained according to the agencies record retention policy.
- D. Quarterly Timekeeper Reporting Requirement and Employee Review of Leave Balance.** At the end of each quarter, the timekeeper is required to provide a printed copy of the PT 50 screen to each employee. Each employee must review the leave balances and indicate agreement by signing and dating the document. If there is a discrepancy or disagreement, the employee will request the timekeeper to perform an audit of the leave in question. If an adjustment is required, the findings of the audit must be reported to the Human Resources Section so the leave balance can be reviewed and adjusted to reflect the correct leave activity. After appropriate audit, review and correction, the timekeeper must again print the PT 50 screen and obtain the employee’s signature. Timekeepers must maintain quarterly signed PT 50 forms.

## IV. FORMS

AD 09-02 Form 1 Authorization to Work Overtime  
AD 09-02 Form 2 Leave Request for Employee  
AD 09-02 Form 3 Time Sheet Weekly

**Arkansas Department of Community Correction  
AUTHORIZATION TO WORK OVERTIME**

**Instructions.** Approval is required before working overtime. This form must be attached to the employee's time sheet. Timekeepers must not enter overtime without a supporting-approved form. A separate authorization must be approved for each pay period.

I, \_\_\_\_\_ respectfully request authorization to work overtime within the **pay** period beginning (date): \_\_\_\_\_ and ending (date): \_\_\_\_\_

Total hours worked will not exceed: \_\_\_\_\_ hours.

Estimated hours needed, if fewer than above: \_\_\_\_\_ hours.

This is necessary because: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Position/Location

I affirm that overtime work is necessary and there is sufficient appropriated money to fund the overtime.

\_\_\_\_\_  
Approved by Supervisor

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Approved by Deputy or Assistant Director

\_\_\_\_\_  
Date Approved

**Note:** The Deputy or Assistant Director's signature is required only if the overtime worked will result in FLSA compensatory time accrued in excess of 240 hours for Non-Exempt employees or 480 hours in the case of 7K employees

**ACTUAL OVERTIME WORKED**

<u>DATE</u>	<u>START TIME</u>	<u>END TIME</u>	<u>HOURS</u>	<u>MINUTES</u>	<u>APPROVED/SUPERVISOR</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**TOTAL OVERTIME WORKED**      **HOURS:** \_\_\_\_\_ **MINUTES:** \_\_\_\_\_

**Arkansas Department of Community Correction  
LEAVE REQUEST FOR EMPLOYEE**

Employee Name (Last, First, Middle)			BEGIN Leave:	(Hour)	(MM/DD/YY)
0485			END Leave:	(Hour)	(MM/DD/YY)
Personnel Number	Business Area	Personnel Area			

**LEAVE CATEGORIES AND CODES:** Leave may be requested in 15-minute increments only.

Check here if the requested Leave is Family Medical Leave, Military Leave or Workers Compensation related. (Provide necessary documentation.)

	Hour/Minutes		Hour/Minutes
<input type="checkbox"/> ANNL - Annual		<input type="checkbox"/> SICK – Sick	
<input type="checkbox"/> CATL - Catastrophic Leave		<input type="checkbox"/> MILH – Military Leave Holiday	
<input type="checkbox"/> CEAL - Child Ed Activity Leave		<input type="checkbox"/> MILL – Military Leave LWOP	
<input type="checkbox"/> CNJL - Court/Jury		<input type="checkbox"/> MILV – Military Leave Quota	
<input type="checkbox"/> CP10 - Comp (10) Quota 15		<input type="checkbox"/> PROL – Governor/Proclamation	
<input type="checkbox"/> CP15 - Comp (15) Quota 16		<input type="checkbox"/> WKCA – Workers Comp Annual	
<input type="checkbox"/> EMBD - Employee Birthday		<input type="checkbox"/> WKCH – Workers Comp Holiday	
<input type="checkbox"/> FMLA - Family Medical Annual		<input type="checkbox"/> WKCL – Workers Comp LWOP	
<input type="checkbox"/> FMLH - Family Medical Holiday		<input type="checkbox"/> WKCS – Workers Comp Sick	
<input type="checkbox"/> FMLL - Family Medical LWOP		<input type="checkbox"/> WKCT – Workers Comp CAT	
<input type="checkbox"/> FMLS - Family Medical Sick		<input type="checkbox"/> WC10 – Workers Comp (1.0)	
<input type="checkbox"/> FMLT - Family Medical CAT		<input type="checkbox"/> WC15 – Workers Comp (1.5)	
<input type="checkbox"/> HLDY - Holiday (specify)		<input type="checkbox"/> Other – (specify)	
<input type="checkbox"/> INCL - Inclement Weather			
<input type="checkbox"/> LWOP - Leave Without Pay		<b>AGENCY DESIGNATED LEAVE</b>	
<input type="checkbox"/> MC10 - Military Leave Comp (1.0)		<input type="checkbox"/> DISP – Disciplinary Unpaid	
<input type="checkbox"/> MC15 - Military Leave Comp (1.5)		<input type="checkbox"/> EDUN – Education Unpaid	
<input type="checkbox"/> MILA - Military Leave Annual		<input type="checkbox"/> EDUP – Education Paid	
<input type="checkbox"/> MILD - Military Leave Disability			

	Date	MM/DD/YY
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**AUTHORIZATION:**

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority	Date	MM/DD/YY
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority	Date	MM/DD/YY
	Timekeeper's Signature	Date	MM/DD/YY

**Arkansas Department of Community Correction  
Time Sheet Weekly**

Employee Name <i>(Last, First, Middle)</i>				Data Entry Period Begins: <i>(MM/DD/YY)</i>			
Personnel Number		Business Area <b>485</b>		Personnel Area		Data Entry Period Ends: <i>(MM/DD/YY)</i>	

A/A Type*	Wage Type	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
		From	To	From	To	From	To	From	To	From	To	From	To	From	To
ATTN															
ATTN															
ANNL															
HLDY															
SICK															
CEAL															
EMBD															

**\*Use Correct A/A (Attendance/Absence) Code (see next page)**

**AUTHORIZATION:** I hereby certify that the above information is correct.

Employee Signature		Date	<i>(MM/DD/YY)</i>
Supervisor's Signature		Keyed by	Date
			<i>(MM/DD/YY)</i>

**ATTENDANCE TYPES**

ATTN – Attendance Hours Worked  
 OT10 – Overtime @ 1.0 x\*  
 CT10 – Compensatory Time @ 1.0 x\*\*  
 OT15 – Overtime @ 1.5x  
 CT15 – Compensatory Time @ 1.5X  
 TRNG – Training  
 OFST – Off-site Hours worked  
 WKHL – Worked Holiday

**WAGE TYPES**

1202 – On Call  
 1209 – Difficult to fill 5.5  
 1212 – Shift Premium  
 1217 – Maximum Security  
 1218 – Hazardous Duty  
 1219 – Availability  
 1222 – On Call normal hours LPN = \$18  
 1223 – On Call normal hours LPN = \$20  
 1224 – On Call normal hours RN = \$25  
 1225 – On Call normal hours RN = \$30  
 1230 – Availability Weekday Hospital = \$4  
 1231 – Availability Weekend/Holiday = \$5  
 1232 – Availability Weekday Home Health = \$8  
 1233 – Availability Weekend/Holiday = \$15

**Note to  
 Time Entry  
 Specialist:**

*If a time sheet  
 contains an entry  
 in the position column,  
 you must enter an “S”  
 in the*

**Absence Types**

ADMP – Administrative Leave paid	FMLA – Family Medical Annual	MILL – Military leave without pay
ADMU – Administrative Leave without pay	FMLT – Family Medical CAT leave	MILV – Military Leave Quota
ANNL – Annual Leave	FMLH – Family Medical Holiday	PROL – Governor’s Proclamation
CATL – Catastrophic Leave	FMLL – Family Medical without pay	SICK – Sick/Illness
CEAL – Child Education Activity Leave	FMLS – Family Medical Sick	WKCA – Workers Comp Annual
CNJL – Court and Jury Leave	HLDY – Holiday	WKCH – Workers Comp Holiday
COMP – Compensatory Leave	INCL – Inclement Weather	WKCL – Workers Comp LWOP
DISP – Disciplinary Leave without pay	LWOP – Leave without pay	WKCS – Workers Comp Sick
DSTR – Disaster Service	MILA – Military Leave Annual	WKCC – Workers Comp Comp leave
EDUN – Educational Leave without pay	MILC – Military Leave Comp	WKCT – Workers Comp CAT leave
EDUP – Educational Leave with pay	MILH – Military Leave Holiday	SCHL – School Closing
EMBD – Employee Birthday		