

Leave Explanations and Required Remarks

Leave Code	Leave Type		Remarks Required
V	Vacation		Leave taken as other than vacation (FMLA, sick, etc.)
S	Sick		Leave taken as other than sick (Family or FMLA, etc.)
N	Family		Specify relationship (Spouse, Child, Parent, etc.)
P	Personal Leave		
B	Bereavement		Specify Family or Friend
M	Military Leave		
L	Leave W/Out Pay		
R	Release Time		Specify training, union, etc.
J	Jury Duty		Work slip required to be sent to payroll
H	Holiday Pay	Worked on a school holiday	Must submit an Additional Pay Timesheet to Payroll
C	Comp Time	Leave time taken	
O	Overtime	Time worked	Must submit Additional/OVT authorization to Payroll
K	School Holiday	School Closed	
W	Positive Time	Time Worked	
Y	Cyclic Leave W/Out Pay	Not Currently Using	