

## **TM-02 Approved Leave (Code 9000) Hierarchy**

### Purpose

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

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