

A/AType	Att./abs. type text	Explanation
ABLP	Assoc. Business Leave Poo	Local Firefighter 341 Association Business Leave (Union Leave)
AWHL	Absent Holiday - No Pay	Required to work the Holiday but did not or Unpaid the last workday before the Holiday or the first workday after the Holiday
AWOL	AW = Accrues but no pay	Approved absence but has no leave
AWOP	Absence W/O Permission	Scheduled to work but did not call or come in and has no leave or leave request was denied and failed to come in anyway
CBUS	City Business	Employee is away from their regular duties on other City Business such as seminars, special projects, etc. For example, canine Police Officers get 1 hour city business each day to care for their animals.
CMDD	Debit Day Comp Usage	Accrued firefighter time for use only on a Debit Day
CMPF	Frozen Comp Time	Old SAP Frozen Comp Time code - No longer used since Kronos
CMPS	Comp Time - Scheduled	Old SAP Scheduled Regular Comp Time code - No longer used since Kronos
CMPU	Comp Time - Unsched.	Old SAP Unscheduled Regular Comp Time code - No longer used since Kronos
CMSK	Kronos Comp Time - Sched	Comp Time Usage - Coded CMSN in Kronos but comes across to SAP as CMSK
CMUK	Kronos Comp Time - Unsch	Unscheduled Comp Time Usage - Coded CMUN in Kronos but comes across to SAP as CMUK
CMXS	Exempt Comp. Time-Sched.	Exempt Time Credit Usage - Police Classified Only
CMXU	Exempt Comp. Time-Unsch.	Unscheduled Exempt Time Credit Usage - Police Classified Only
COLP	HPD Convalescent Leave	Payroll use only - HPD Classified Convalescent Leave Usage
CSBL	CSL Sick Plan	Do not use
CTFS	Frozen Comp. Time - Sched	Old Code - No longer used
CTFU	Frozen Comp. Time - Unsch	Old Code - No longer used
CTSK	Kr Frozen Comp Time - Sch	HPD Classified Frozen Comp Time Usage
CTUK	Kr Frozen Cmp Time - Unsc	HPD Classified Unscheduled Frozen Comp Time Usage
CXSK	Kronos Ex Cmp. Time-Sched	Exempt Time Credit Usage - Police Classified Only
CXUK	Kronos Ex Comp Time-Unsch	Unshceduled Exempt Time Credit Usage - Police Classified Only
DFAM	Family Death	Death in the Family Leave - 3 Days Maximum
DHOK	Kronos Deferred Holiday	HPD Deferred Holiday Usage
DHOL	Deferred Holiday	HFD Deferred Holiday Usage
DMLD	Decision Making Leave Day	One Day relieved of duty with pay to consider performance issues
DPTO	Donated Sick	Donated PTO - HPD Classified Only
DSCK	Donated Sick	Donated Sick - All others
DTOF	Disaster Time Off	Should be used only for Mayor declared emergency when nonessential City services are suspended

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DVDL	Donated Vac Disaster Lv	Never seen it used
FHOK	Kronos Floating Holiday	Floating Holiday
FHOL	Floating Holiday	Old Floating Holiday Code
FMDS	FMLA - Donated Sick	Donated Sick used in conjunction with FMLA
FMLH	FMLA - HFD Holiday Leave	Deferred Holiday taken pursuant to FMLA - HFD only
FMLP	FMLA - Classified	HPD Classified Paid Time Off (PTO) Hours taken pursuant to FMLA
FMLS	FMLA - Sick	MSP or CSL taken pursuant to FMLA
FMLU	FMLA - No Pay	On approved FMLA but has no FMLA authorized leave to use
FMLV	FMLA - Vacation	Vacation Hours taken pursuant to FMLA
FMPH	FMLA - Personal Hours HPD	HPD Classified Personal Hours taken pursuant to FMLA
FMPL	Personal Days	All other personal hours taken pursuant to FMLA
FURI	Furlough-Involuntary	Used in 2011 for Mayor Furlough program
FURV	Furlough-Voluntary	Do not use - Employees are no longer permitted to take Voluntary Furlough days
HAUK	Kronos Hol Accr. Hrs Used	Municipal Holiday Hours Used
HAUS	Holiday Accrued Hrs Used	Old SAP Code - No longer used
HCAU	HOPE Community Pool Usage	Leave taken at the discretion of Hope Union - All Hope Leave codes deduct from the same Leave Pool
HLEC	HOPE LMCC time code	Leave taken at the discretion of Hope Union
HLVU	HOPE Leave Pool Usage	Leave taken at the discretion of Hope Union
HMEC	HOPE MECC time code	Leave taken at the discretion of Hope Union
HPRS	HOPE Union President Lv	Leave taken at the discretion of Hope Union
HSAF	HOPE Safety Committee	Leave taken at the discretion of Hope Union
HUOF	Holiday Unsched Absence	Old Code - No longer used
HWEL	HOPE Wellness Committee	Leave taken at the discretion of Hope Union
IACT	IA - stops accrual	Inactive - Out unpaid for more than 14 calendar days Does not Accrue
JURY	Jury Duty	Time coded for employee serving on a Jury
LWOP	Leave without pay	Do not use
MILT	Military Leave	Payroll use only - Time coded for Military Training Duty or Military Wartime - Maximum 15 days per year.
NDTO	Nat' Disaster Time Off	Never seen it used
NLFB	No value leave frz.	HPD Classified No Value Leave - May only be used for Personal illness or injury and only after all other leave exhausted
PBLV	Pension Business Leave	Leave Taken to conduct HPOPS Pension Business - Cost reimbursed by HPOPS
PERS	Personal Days	Municipal and HFD Personal Hours
PHRS	Personal Hours HPD-Schd	HPD Classified Personal Hours - Scheduled
PHRU	Personal Hours HPD-Unschd	HPD Classified Personal Hours - Unscheduled
PTOS	PTO-Scheduled	HPD Classified Paid Time Off - Scheduled
PTOU	PTO Unscheduled	HPD Classified Paid Time Off - Unscheduled

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RDNP	Relieved of Duty No Pay	Relieved of duty without pay - Not generally used - not the same as Suspension which uses AWOL or IACT
RDWP	Relieved of Duty w/ Pay	Relieved of Duty With Pay - IAD and OIG investigations, etc
SFAM	Sick Family	Sick Leave taken to care for a Family Member - HFD classified only
SICK	Sick Plan	Sick Leave taken from either MSP or CSL
TRGM	Training For MUNI	Municipal Employee Training Code
TRNG	Training	Classified Training Code
UNBS	Union business	HPOU (Police) Union Business Leave
VACS	Vacation-Scheduled	Vacation Hours Scheduled to Departmet rules
VACU	Vacation-Unscheduled	Vacation Hours taken without meeting Department Rules for Scheduled Vacation or taken on a call in emergency basis
VCXS	Vac Cap Excess-Sched	Same as Vacation but deducted from the Vacation Excess bucket when it exists
VCXU	Vac Cap Excess-Unsched	Same as Vacation but deducted from the Vacation Excess bucket when it exists
VLWP	Vacation-LWOP	Vacation Leave without pay. Works the same as and may be used instead of AWOL
WCDR	Workers Comp Doctor Visit	Health and Safety use only - Leave to visit worker's comp doctor due to on the job injury
WCIL	Injury Leave Hrs-WorkComp	Health and Safety use only - Health and Safety use only - Leave taken pursuant to Worker's Comp - Trigger's Worker's Comp pay and Salary Continuation
WCPP	WC Dr Visit P/T EE's Only	Health and Safety use only - Leave to visit worker's comp doctor due to on the job injury for Part Time Employees only
WELL	Wellness	Hours taken for Dr. Visit for preventive medicine - may require Doctors Statement as to procedure and time required