



U.S. Department of the Interior

NATIONAL BUSINESS CENTER



Time and Attendance Guide

Payroll Operations Division

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INTRODUCTION

About this Guide

Objective

The Time and Attendance Guide is designed to give timekeepers, certifiers, payroll coordinators, Human Resource staff, Administrators, and Payroll Operations Division employees the detailed information needed to accurately produce a Time and Attendance record (T&A) and provide technical support for others involved in the T&A process.

Scope

The Time and Attendance Guide describes the pay codes used in the Federal Personnel Payroll System (FPPS) to create and code a T&A record. NBC client agencies use several different T&A systems. Each system is unique in its processing layout but they all may use the FPPS pay codes contained in this guide.

This guide does not address pay codes used by FPPS that are not available for input by employees, timekeepers, and others who use the time and attendance system. For these system-only pay codes, refer to FPPS under TBLS. (If access to TBLS is not available, please contact the Customer Support Center at 888-FOR-1NBC - 888-367-1622.)

This guide does not specify agency policy and procedure regarding T&A reporting requirements unless notated.

For each pay code, this guide provides a general description of the code's purpose and limitations. Depending on the pay code, the guide will cover the following items, as needed:

- Definition
- Regulatory References
- Eligible Employees
- Earnings and Increments
- Coding Requirements (increments, Shift codes, Negotiated rates, messages, etc...)
- Agency Uniques
- Additional Information
- Examples

Users

This guide provides pay code information that supports the work of client agency timekeepers, supervisors, and other equivalent officials designated by the agency to record, report, approve, certify, correct, or alter employee time and attendance.

The T&A recording and reporting information in this volume will help timekeepers process biweekly payroll and related data correctly. The material in this guide deals with FPPS pay codes and their use, regardless of the specific T&A system used by the client agency. The guide covers requirements of the General Accounting Office, Office of Personnel Management, and other Federal agencies to ensure time worked and absences from work are properly recorded.

Users T&A Responsibilities

The T&A report is designed to provide the necessary information to accurately compute an employee's earnings and leave. Timekeepers and supervisors must be aware of the work time or absence of employees for whom they are responsible to ensure the reliability of T&A data. Traditional T&A systems have involved a timekeeper responsible for assisting supervisors in recording and verifying employees' work time and absences. New T&A systems can reduce or eliminate timekeepers' duties. Recording accurate T&A information remains the primary control objective.

Changes to leave, hours worked, or corrections to regular or premium pay after submission of the T&A records will be accomplished by either submitting a hard copy amended T&A in a subsequent pay period, or through your T&A system's automated adjustment file.

Supervisors

Supervisors or other equivalent officials designated by the agency are required to approve and certify employees' time through the end of the pay period. Corrections and alterations to a T&A record must be approved by a supervisor or appropriate official.

Timekeepers/Employees

(Functions identified below for the timekeeper or the employee are defined based off of security requirements and arrangements within the agency.)

Generally, a timekeeper/employee is required to:

- Record/review daily hours referencing appropriate pay codes and cost account numbers.
- Record/review absences from work within the scheduled tour of duty for that day.
- Record/review hours worked other than regularly scheduled shifts.
- As necessary, prepare messages on the T&A report to inform the Payroll Operations Division (POD) of special requirements for payment to an employee.
- Submit subsequent changes to a T&A (after it has been transmitted) on an amended T&A report.

Reference Title 6, GAO Policy and Procedures Manual, Chapter 3.

Retention

Completed T&A reports should be retained until a GAO audit is performed, or for six years, whichever is sooner. All supporting documents such as overtime authorizations, applications for leave, military leave, and court leave will be retained in the field office or at the home component for three years or until an audit, whichever occurs first, or in accordance with agency policy. Reference General Record Schedule 2.

Error Message Explanation

When inputting a T&A record, a timekeeper may receive error messages. Refer to the TBLS in FPPS for error messages explanation.

Contact Us

For questions or comments relating to this guide, please contact the Customer Support Center at 888-FOR-INBC (888-367-1622). Recommendations for improvement and clarification are encouraged.

T&A Record Information for Systems Hosted by NBC

T&A Input Systems

NBC client agencies use several T&A Input systems. Each system is unique in its processing layout but all may use the FPPS pay codes contained in this guide. (Certain pay codes are for specific Department/agencies only. Please refer to each pay code for specific requirements and availability). The NBC hosts T&A Input systems Quicktime and WEBTAS.

Creating a Master Profile Record (Quicktime, WEBTA, and FPPS)

A master profile record is a record created for each employee to provide information regarding the employee's tour of duty, cost structures, and coding requirements for the appointment selected. T&A master profiles are established by users of the FPPS on-line T&A system. Each employee must have a master profile record created.

Once established, the master profile will contain basic identifying information for an employee. The timekeeper can then establish a T&A master for each employee. By establishing a T&A master, the timekeeper can access a "preprinted" T&A each pay period for the employee, thus saving keystrokes (this can also be accomplished in Quicktime as well).

The basic identifying information can include:

- Regularly scheduled Tour of Duty (TOD)
- Cost Structures (Common Accounting Number)
- Shift codes
- Negotiated rates
- Secondary rates

Only information that is not subject to constant change should be recorded on the T&A master. If the cost structures are unchanging, but the hours worked and/or pay codes related to the cost structures are subject to change, it is possible to record only the cost structure on the T&A master. The TDRC command in FPPS can also be used to process mass changes to T&A masters. This option is helpful when cost structures or organizational codes change for a group of employees under the same timekeeper.

Tour of Duty

Each employee, depending on the type of appointment, may have a scheduled tour of duty. A *tour of duty* is defined as the hours of a day and the days of an administrative workweek that constitute an employee's regularly scheduled administrative workweek.

Intermittent employees and certain appointments do not have a scheduled tour of duty. Refer to agency guidelines for the types of appointments affected.

T&A Data Fields

Explanation of T&A Data Fields

Each T&A record may have the following data fields:

- PAY CDE – Pay Code
- TI – Telework Indicator
- NR – Negotiated Rate
- 2R – Secondary Rate
- SC – Shift Code
- EH – Environmental Hazard Code
- WK IN – Week Indicator
- SUN, MON, TUE, WED, THUR, FRI, SAT
- CK – Cost Key
- COST STRUCTURE
- Reroute Net check code
- Advance leave
- Messages

NOTE: Not all fields may be visible or accessible to all timekeepers. Visibility is based on the agency’s usage of the field. Example: if an agency does not use Negotiated Rates, the NR field will not be displayed.

Field	Name and Description	Required Input																																						
PAY CDE	Pay Code: Code used to represent hours and minutes reported on the T&A.	Enter the code that records the employee’s time for the selected day (see Pay Code Explanations)																																						
TI	Telework Indicator: Indicator representing an employee’s enrollment in the telework program.	<p>Enter the indicator code that describes the employee’s authorized telework situation. If not authorized, leave blank.</p> <table border="1" data-bbox="753 705 1351 1591"> <thead> <tr> <th data-bbox="753 705 850 741">Code</th> <th data-bbox="850 705 1351 741">Description</th> </tr> </thead> <tbody> <tr><td data-bbox="753 741 850 800">A</td><td data-bbox="850 741 1351 800">FREQUENT REGULAR TELEWORK CENTER</td></tr> <tr><td data-bbox="753 800 850 858">B</td><td data-bbox="850 800 1351 858">FREQUENT REGULAR ALTERNATE TELEWORK CENTER</td></tr> <tr><td data-bbox="753 858 850 917">C</td><td data-bbox="850 858 1351 917">FREQUENT REGULAR EMPLOYEE'S HOME</td></tr> <tr><td data-bbox="753 917 850 976">D</td><td data-bbox="850 917 1351 976">REGULAR TELEWORK CENTER</td></tr> <tr><td data-bbox="753 976 850 1035">E</td><td data-bbox="850 976 1351 1035">REGULAR ALTERNATE TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1035 850 1094">F</td><td data-bbox="850 1035 1351 1094">REGULAR EMPLOYEE'S HOME</td></tr> <tr><td data-bbox="753 1094 850 1152">G</td><td data-bbox="850 1094 1351 1152">PERIODIC TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1152 850 1211">H</td><td data-bbox="850 1152 1351 1211">PERIODIC ALTERNATE TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1211 850 1270">I</td><td data-bbox="850 1211 1351 1270">PERIODIC EMPLOYEE'S HOME</td></tr> <tr><td data-bbox="753 1270 850 1329">J</td><td data-bbox="850 1270 1351 1329">EMRG/INT COOP TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1329 850 1388">K</td><td data-bbox="850 1329 1351 1388">EMRG/INT COOP ALTERNATE TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1388 850 1446">L</td><td data-bbox="850 1388 1351 1446">EMRG/INT COOP EMPLOYEE'S HOME</td></tr> <tr><td data-bbox="753 1446 850 1505">M</td><td data-bbox="850 1446 1351 1505">EMRG/INT COOP-PANDEMIC TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1505 850 1564">N</td><td data-bbox="850 1505 1351 1564">EMRG/INT COOP-PANDEMIC ALTERNATE TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1564 850 1623">O</td><td data-bbox="850 1564 1351 1623">EMRG/INT COOP-PANDEMIC EMPLOYEE'S HOME</td></tr> <tr><td data-bbox="753 1623 850 1682">P</td><td data-bbox="850 1623 1351 1682">EMRG/INT COOP-PRACTICE TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1682 850 1740">Q</td><td data-bbox="850 1682 1351 1740">EMRG/INT COOP-PRACTICE ALTERNATE TELEWORK CENTER</td></tr> <tr><td data-bbox="753 1740 850 1799">R</td><td data-bbox="850 1740 1351 1799">EMRG/INT COOP-PRACTICE EMPLOYEE'S HOME</td></tr> </tbody> </table>	Code	Description	A	FREQUENT REGULAR TELEWORK CENTER	B	FREQUENT REGULAR ALTERNATE TELEWORK CENTER	C	FREQUENT REGULAR EMPLOYEE'S HOME	D	REGULAR TELEWORK CENTER	E	REGULAR ALTERNATE TELEWORK CENTER	F	REGULAR EMPLOYEE'S HOME	G	PERIODIC TELEWORK CENTER	H	PERIODIC ALTERNATE TELEWORK CENTER	I	PERIODIC EMPLOYEE'S HOME	J	EMRG/INT COOP TELEWORK CENTER	K	EMRG/INT COOP ALTERNATE TELEWORK CENTER	L	EMRG/INT COOP EMPLOYEE'S HOME	M	EMRG/INT COOP-PANDEMIC TELEWORK CENTER	N	EMRG/INT COOP-PANDEMIC ALTERNATE TELEWORK CENTER	O	EMRG/INT COOP-PANDEMIC EMPLOYEE'S HOME	P	EMRG/INT COOP-PRACTICE TELEWORK CENTER	Q	EMRG/INT COOP-PRACTICE ALTERNATE TELEWORK CENTER	R	EMRG/INT COOP-PRACTICE EMPLOYEE'S HOME
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NR	Negotiated Rate: A rate representing special wage agreements (union contracts) requiring payment for the difference between an acting position pay rate and the employee’s regular pay rate.	Enter the Negotiated Rate indicator. See TBLS command in FPPS for listing.																																						

Field	Name and Description	Required Input										
2R	Secondary Rate: When an employee works two positions, this rate designates whether the employee is to be paid at the base or secondary rate of the second position.	Enter secondary rate indicator code. <table border="1" data-bbox="919 369 1382 474"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Regular Rate</td> </tr> <tr> <td>1</td> <td>Secondary Rate</td> </tr> </tbody> </table>	Code	Description	0	Regular Rate	1	Secondary Rate				
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SC	Shift Code: A code used for prevailing rate employees to identify the shift worked. A differential is paid for the 2 nd shift when the majority of hours occur between 3 p.m. and midnight and for the 3 rd shift when the majority of hours occur between 11 p.m. and 8 a.m.	Enter shift code indicator code. <table border="1" data-bbox="919 642 1382 814"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BLANK</td> <td>Same as code 1</td> </tr> <tr> <td>1</td> <td>Day Shift</td> </tr> <tr> <td>2</td> <td>Swing Shift</td> </tr> <tr> <td>3</td> <td>Graveyard Shift</td> </tr> </tbody> </table>	Code	Description	BLANK	Same as code 1	1	Day Shift	2	Swing Shift	3	Graveyard Shift
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EH	<p>Environmental/ Hazard: Additional monetary compensation is paid to GS employees for the performance of hazardous duty or duty involving physical hardship not usually involved in carrying out the duties of his/her position.</p> <p>Reference 5 U.S. Code 5545 (d) and 5 CFR 550.903. Additional monetary compensation is paid to the Prevailing Rate (Wage) employees for the performance of work involving unusually severe working conditions or unusually severe hazards.</p> <p>Reference 5 CFR 532.511. The differential is paid on the basis of the EH exposure code.</p>	<p>Enter the code associated with the employee’s authorized situation.</p> <table border="1" data-bbox="748 331 1362 1050"> <thead> <tr> <th>Code</th> <th>Emp</th> <th>Type</th> <th>Pymt</th> </tr> </thead> <tbody> <tr><td>A</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>5%</td></tr> <tr><td>B</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>4%</td></tr> <tr><td>C</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>6%</td></tr> <tr><td>D</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>8%</td></tr> <tr><td>F</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>15%</td></tr> <tr><td>H</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>25%</td></tr> <tr><td>J</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>50%</td></tr> <tr><td>K</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>1.00 AMT</td></tr> <tr><td>L</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>.20 AMT</td></tr> <tr><td>M</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>100%</td></tr> <tr><td>N</td><td>AEW</td><td>Paid Hours of Actual Exposure</td><td>200%</td></tr> <tr><td>O</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>175%</td></tr> <tr><td>P</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>4%</td></tr> <tr><td>Q</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>.52 AMT</td></tr> <tr><td>R</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>8%</td></tr> <tr><td>T</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>10%</td></tr> <tr><td>U</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>15%</td></tr> <tr><td>V</td><td>*AHG</td><td>Paid All Hours in Pay Status</td><td>25%</td></tr> <tr><td>X</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>50%</td></tr> <tr><td>Y</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>100%</td></tr> <tr><td>8</td><td>AHG</td><td>Paid All Hours in Pay Status</td><td>25%</td></tr> </tbody> </table> <p>AEW = Prevailing Rate employee AHG = GS employee *AEW may use this if employee is engaged in fire fighting activities</p>	Code	Emp	Type	Pymt	A	AEW	Paid Hours of Actual Exposure	5%	B	AEW	Paid Hours of Actual Exposure	4%	C	AEW	Paid Hours of Actual Exposure	6%	D	AEW	Paid Hours of Actual Exposure	8%	F	AEW	Paid Hours of Actual Exposure	15%	H	AEW	Paid Hours of Actual Exposure	25%	J	AEW	Paid Hours of Actual Exposure	50%	K	AEW	Paid Hours of Actual Exposure	1.00 AMT	L	AEW	Paid Hours of Actual Exposure	.20 AMT	M	AEW	Paid Hours of Actual Exposure	100%	N	AEW	Paid Hours of Actual Exposure	200%	O	AHG	Paid All Hours in Pay Status	175%	P	AHG	Paid All Hours in Pay Status	4%	Q	AHG	Paid All Hours in Pay Status	.52 AMT	R	AHG	Paid All Hours in Pay Status	8%	T	AHG	Paid All Hours in Pay Status	10%	U	AHG	Paid All Hours in Pay Status	15%	V	*AHG	Paid All Hours in Pay Status	25%	X	AHG	Paid All Hours in Pay Status	50%	Y	AHG	Paid All Hours in Pay Status	100%	8	AHG	Paid All Hours in Pay Status	25%
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CK	<p>Cost Key: The numeric or alpha identifier used to represent the cost structure.</p>	<p>Enter the numeric identifier when the cost structures cannot be associated with a master T&A. Numeric identifiers are unique for each T&A. Alpha identifier (keys) and daily hours remain valid on the T&A master file for successive pay periods. The alpha key can be used each pay period to retrieve the master T&A data files cost structure numbers.</p>																																																																																								

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COST STRUCTURE	Cost Structure: a structure of numeric and/or alpha identifiers representing an agency's account.	Enter the appropriate cost structure to charge hours to. Multiple cost structures can be used to budget varying projects.																					
REROUTE OF NET CHECK	Reroute of Net Check: a means of rerouting an employee's check to another destination.	Enter code to reroute employee's check. (Default is N). <table border="1" data-bbox="914 501 1386 743"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>P</td> <td>Reroute to Payroll Operations Division</td> </tr> <tr> <td>D</td> <td>Reroute to Designated Agent</td> </tr> <tr> <td>N</td> <td>Do Not Reroute to Another Destination</td> </tr> </tbody> </table>	Code	Description	P	Reroute to Payroll Operations Division	D	Reroute to Designated Agent	N	Do Not Reroute to Another Destination													
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ADVANCED LEAVE	Advanced Leave: allowing sick and/or annual leave to be available to the employee before it is earned.	Enter the hours and type of leave requested to be advanced.																					
MESSAGES	Messages: a code used for a particular situation representing information needed to process a T&A correctly.	Enter the message code associated with the employee's situation. <table border="1" data-bbox="849 982 1458 1892"> <thead> <tr> <th>Description</th> <th>Process Activated</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Alternative Work Schedule</td> <td>Override the weekly FLSA calculations when the employee is temporarily working an alternative work schedule without a personnel action.</td> <td>AW</td> </tr> <tr> <td>Death</td> <td>Suspend a deceased employee's pay.</td> <td>DE</td> </tr> <tr> <td>FEGLI Withholding</td> <td>Calculate FEGLI withholding based on the higher rate when the employee works at different pay rates (examples: day and night rates, two positions at different rates).</td> <td>HF</td> </tr> <tr> <td>Four-Day Rule</td> <td>Prorate FEGLI and Health Benefits deductions when an employee transfers in or separates in the middle of a pay period. If employee is deceased and they have a family plan under Health Benefits and they did not complete the full pay period.</td> <td>4D</td> </tr> <tr> <td>Lift Biweekly Max</td> <td>Suspend the biweekly earnings limitations when an employee is performing emergency work that is not subject to the biweekly maximum (exception: Pay codes EAP, AUO, and 190 are not lifted).*</td> <td>LB</td> </tr> <tr> <td>True Overtime/Comp Time</td> <td>True Overtime/Comp Time for DOT only.</td> <td>TO</td> </tr> </tbody> </table>	Description	Process Activated	Code	Alternative Work Schedule	Override the weekly FLSA calculations when the employee is temporarily working an alternative work schedule without a personnel action.	AW	Death	Suspend a deceased employee's pay.	DE	FEGLI Withholding	Calculate FEGLI withholding based on the higher rate when the employee works at different pay rates (examples: day and night rates, two positions at different rates).	HF	Four-Day Rule	Prorate FEGLI and Health Benefits deductions when an employee transfers in or separates in the middle of a pay period. If employee is deceased and they have a family plan under Health Benefits and they did not complete the full pay period.	4D	Lift Biweekly Max	Suspend the biweekly earnings limitations when an employee is performing emergency work that is not subject to the biweekly maximum (exception: Pay codes EAP, AUO, and 190 are not lifted).*	LB	True Overtime/Comp Time	True Overtime/Comp Time for DOT only.	TO
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**Temporarily assigned duties may require a change in an employee's FLSA exemption status. To determine if a temporary change in exemption status is required, the agency must look at the temporary assignment over a specific span of time and determine if the exemption status of the primary duties of that assignment are different from the employee's regular exemption status. The specific span of time required for a temporary exemption status change depends on whether an emergency exists or not.*

- In an emergency, the exemption status of an employee must be determined on a workweek basis*
- In a non-emergency, the exemption status of an employee must be determined for more than 30 consecutive calendar days—the "30-day test"*
In any case, the agency must look at whether or not the primary duties of the temporary assignment are different in exemption status from the employee's regular exemption status.
- A nonexempt employee remains nonexempt unless the primary duties for the period of temporary work are exempt for the applicable span of time*
- An exempt employee must be considered nonexempt for the entire period of temporary duties if the primary duties for the period of temporary work are not exempt for the applicable span of time*

*Use **any one** of the following tests for determining whether the duties are "primary duties" (5 CFR 551.104):*

- The duties constitute over 50 percent of the employee's work or*
- The duties constitute a substantial, regular part of the work assigned and performed or*
- The duties are the reason for the existence of the assigned position or*
- For exempt status, the work is clearly exempt by design—based on the frequency of exercising discretion and independent judgment in significant decisions. (5 CFR 551.206)*

FLSA (Fair Labor Standards Act) exempt means not covered by the minimum wage and overtime provisions of the Act.

Pay Limitations

Biweekly, Annual Premium, and Aggregate Pay Limitations

Specific information for each pay limitation is listed below. Pay limitations that were exceeded may be entitled to a deferred payment or roll over into the next calendar year. This only pertains to annual and aggregate limitations.

Annual premium pays that were exceeded may be entitled to a deferred payment, due to changes in the pay status, etc... Deferred payments for active employees are generated the last pay period in the tax year. These deferred generated payments are reviewed for accuracy, by NBC, and released for payment. NBC receives a report each pay period for those who have exceeded annual and aggregate limitations, which is used internally to identify separated employees. If the employee separates, NBC will manually pay the employee after auditing his/her record.

Aggregate pay that was exceeded may rollover to the next calendar year for discretionary payments. These payments are generated the first pay period of the next tax year. The generated payments are reviewed for accuracy, by NBC, and released for payment. NBC receives a report each pay period for those who have exceeded aggregate limitations, which is used internally to identify separated employees. If the employee separates, NBC will manually pay the employee after auditing his/her record.

The aggregate salary limitation applies to specific types of pay as follows:

TYPE OF PAY LIMIT	MAXIMUM LIMIT	REFERENCE
Biweekly limitation on premium pay (See note 1.)	Greater of biweekly rate for GS-15, step 10, OR level V of the Executive Schedule	5 USC 5547(a) and 5 CFR 550.105
Annual limitation on premium pay for emergency work or for work critical to the mission of an agency (See notes 1 and 2.)	Greater of annual rate for GS-15, step 10, OR level V of the Executive Schedule	5 USC 5547(b)(1) and (b)(2), and 5 CFR 550.106 and 550.107
Aggregate limitation on pay See notes 3 and 4.)	Level I of the Executive Schedule	5 USC 5307 and 5 CFR 530.203

NOTES

1. Biweekly Limit - Section 1114 of Public Law 107-107 (December 28, 2001) amended 5 USC 5547, effective on the first day of the first pay period beginning on or after April 27, 2002. On April 19, 2002, OPM issued interim regulations implementing this new law and revising 5 C.F.R.550.105 -.107. See fact sheet on "Biweekly Caps on Premium Pay."

In certain emergency of mission-critical situations, and agency may apply an annual premium pay cap instead of a biweekly premium pay cap, subject to conditions provided in law and regulation. (See 5 USC 5547(b) and 5 C.F.R.550.106 - 550.107.)

Exempt employees are allowed to exceed their biweekly maximum for premium pays under certain conditions. If this condition is applicable, the FPPS*/Quicktime T&A system allows for a process to lift biweekly maximums for premium pay hours worked by coding a message code of FF - Lift biweekly maximum on the T&A. This suspends the biweekly earnings limitations when an employee is performing emergency work that is not subject to the biweekly maximum.

*Quicktime message FF equates to LB (Lift-Biweekly maximum) in FPPS.

2. Annual Premium Pay Limit - 5 USC 5547 regulations do not allow for exempt employees to exceed the annual premium pay limitation. This does not apply to basic pay or environmental/hazardous pay, therefore, these types of payments are not reduced due to any limitations, i.e., annual or aggregate. Premium pay that may not be paid to the extent that it will exceed the limit includes title 5 overtime pay, availability pay for criminal investigators, night differential, annual premium pay for regularly scheduled standby duty, annual premium pay for administratively uncontrollable overtime (AUO) work, and premium pay for work on a Sunday or a holiday. Overtime pay earned under the Fair Labor Standards Act of 1938, as amended, is not capped by the annual premium pay limitations. Prevailing rate (wage) employees are not covered by the annual premium pay limitation.

Under the law, once an individual has met the annual premium pay cap, the employee is no longer eligible for premium pay (e.g., Title 5 overtime pay, Sunday pay, night differential, etc.). There is no legal authority to waive the annual premium pay cap under 5 USC 5547.

3. Aggregate Pay Limitation - An employee may not receive any portion of any allowance, differential, bonus, award, or other similar payment under title 5, United States Code, in any calendar year, which when combined with the employee's basic pay would cause the employee's aggregate compensation (including premium pay) to exceed the rate for level I of the Executive Schedule at the end of the calendar year. See 5 C.F.R. 530.202 for definitions of "basic pay" and "aggregate compensation."

4. Section 1322 of the Homeland Security Act (Public Law 107-296, November 25, 2002) provides that the aggregate pay limitation established in 5 USC 5307 for SES and SL/ST employees in an agency may be the total annual compensation payable to the Vice President under 3 USC 104 if OPM, with the concurrence of the Office of Management and Budget (OMB), certifies that the agency has a performance appraisal system that makes meaningful distinctions based on relative performance. OPM and OMB will issue regulations and guidance on the requirements for obtaining certification of agency performance appraisal systems. Until an agency's performance appraisal system has been certified under the new regulations, the aggregate limitation on pay for all employees will remain at the rate for level I of the Executive Schedule. The overall rules for administering the aggregate pay limitation may be found at 5 C.F.R. part 530, subpart.

NSPS Employees Converting Into the General Schedule (GS) Pay System: On October 28, 2009, the authority for the Department of Defense's (DOD's) National Security Personnel System was repealed by section 1113 of the National Defense Authorization Act of FY2010 (Public Law 111-84). Section 1113©(1) requires DOD to convert NSPS employees to the pay system that last applied or would have applied to the employees' positions in not for NSPS. Section 1113©(1) provides that under no circumstances should an NSPS employee's rate of pay be reduced due to the termination of NSPS. Section 1113©(1) allows NSPS employees to retain a rate that is higher than the GS pay limitations found under 5 CFR 536.304(b)(3) – i.e., higher than 150 percent of the applicable step 10 rate of pay for the employee's grade or the rate of level IV + 5% of the Executive Schedule (EX).

Pay Code Explanation

Chapter 1: COMPENSATORY TIME

Pay Code **040 Compensatory Time Earned**

Definition Time off earned in lieu of overtime pay for irregular or occasional overtime work, **or** when permitted under agency flexible work schedule programs, time off earned in lieu of overtime pay for regularly scheduled or irregular or occasional overtime work.

Regulation References 5 USC 5543, 5 USC 5342(2)

Eligible Employees General Schedule and prevailing rate employees (see Agency Uniques for Presidio Trust employees)

Increment Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter 040
Days	Enter hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques

DOT: Department of Transportation employees can earn in 1 minute increments. Employee receives a payout for all hours exceeding 160.

PDS: Public Defenders Service limits 80 hours earned per year. Compensatory time is required to be used prior to annual leave.

STB: The Surface Transportation Board has no max on earning of compensatory time. There is no expiration date for usage of hours.

SLS: Saint Lawrence Seaway employees' hours expire in one year. Non-exempt employees paid on expiration of comp time earned during "season" and must be used before beginning of next "season".

PT: Presidio Trust employees who have pay plan AD, salary equal to or greater than GS/15/10 and salary ID table equal to 20574 are not eligible to earn or use compensatory time or receive payment for expired compensatory time.

Additional Information

Expiration

The expiration of compensatory time earned is determined by the client agency. Conversion to paid overtime may be necessary due to workload, staffing, etc. Nonexempt employees are automatically paid for expired compensatory time the pay period after the compensatory time expires. Administrative approval is required for exempt employees to receive pay for expired compensatory time.

Payable Rate

An employee whose rate of basic compensation is at or below the maximum scheduled rate for GS-10 must be paid for overtime worked unless the employee elects to receive compensatory time instead of overtime pay. An exempt employee whose rate of basic compensation is above the maximum scheduled rate for GS-10 may be paid for overtime worked or be given compensatory time. If an exempt employee elects compensatory time in lieu of overtime and exceeds the maximum number of overtime hours that may be paid in a pay period, the compensatory time hours earned will be cut back to the biweekly maximum allowable amount. Such compensatory time hours entered on a T&A that exceed the maximum payable will be dropped during the calculate process. Reference aggregate salary limitation for GS employees 5 U.S. Code 5547.

Restrictions

Compensatory time off from duty shall not be granted in place of overtime pay for regularly scheduled overtime hours - overtime pay is required. Compensatory time may not be granted:

- for any overtime worked when payment for such overtime worked is prohibited by the aggregate salary limitation.
- for overtime worked by Prevailing Rate (Wage) employees (exception: compensatory time off is allowed for wage employees on flexible work schedules or compressed work schedules). Reference 5 U.S. Code 6123. Compensatory time off is allowed for all wage employees as directed by agency policy. 5 U.S. Code 5543, as amended.

- to employees who are required to work during a period when other Federal employees are excused from duty by an Executive Order which does not declare the day (or part of a day) a holiday. Reference 25 CG 255 and 43 CG 501.
- to employees covered by the FLSA if excluded by agency policy.
- to employees under pay plans EX, EV, or FJ.

**Accumulation/
Carryover**

Employees may carry over and accumulate compensatory time from pay period to pay period where workload or other valid considerations delay their use of it, subject to limitations established by agency policy. However, when due to reasons beyond the control of the employee, compensatory time off is not taken prior to separation and no extension of the date is granted, overtime compensation should be paid. Reference CG 75D. Some agencies require authorization to pay expired compensatory time for exempt employees.

Pay Code 043 Compensatory Time, Religious Used

Definition Compensatory time off shall be granted to an employee requesting such time off for religious observances when it is required by an employee’s personal religious beliefs to abstain from work during certain periods of the workday or workweek. Compensatory time off to meet the employee’s religious obligation may be disapproved by an agency only if such time off would interfere with efficiently carrying out the mission of the agency.

Regulation References 5 CFR 550 subpart J

Eligible Employees Most employees may be granted use of this type of compensatory time (see “Agency Uniques” for Presidio Trust employees).

Increment Recorded in 15 minutes increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 043
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **UTC:** United State Tax Court requires their employees 3 pay periods to earn the religious compensatory time once it has been used.

PT: Presidio Trust employees who have pay plan AD, salary equal to or greater than GS/15/10 and salary ID table equal to 20574 are not eligible to earn or use Religious compensatory time or receive payment for expired compensatory time.

Additional Information
Negative Balance

If religious compensatory time has not been earned prior to its use, a negative balance will be maintained in the employee’s leave account until the time is earned.

Separation/Transfer When an employee separates from Federal Service or is transferred to another agency, the employee must be compensated for compensatory time to his/her credit in this special religious compensatory account. Such payment is at the applicable hourly rate of basic pay (not overtime pay) in effect at the time the work was performed. In the case where the employee separates with a negative religious compensatory time balance, he/she will be indebted to the agency. The employee shall pay back the cash value of the hours or the value will be collected against the employee's lump sum payment.

Pay Code 046 Compensatory Time Off for Travel Earned

Definition Compensatory time earned for time in a travel status away from the employee’s official duty station when the travel time is not otherwise compensable.

Regulation References 5 CFR Part 550

Eligible Employees Most employees may earn this type of compensatory time. This includes employees in senior-level (SL) and scientific or professional (ST) positions, but not members of the Senior Executive Service (SES). See “Agency Uniques” for Presidio Trust employees.

Increment Recorded in 15 minutes increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 046
Days	Enter hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **PT:** Presidio Trust employees who have pay plan AD, salary equal to or greater than GS/15/10 and salary ID table equal to 20574 are not eligible to earn or use compensatory time for travel or receive payment for expired compensatory time.

Additional Information

Paid Holiday An employee cannot earn compensatory time off for travel if the employee is being paid for a holiday, unless the compensatory time is earned outside the tour of duty.

Part-time employees Part-time employees can earn travel compensatory time even if the employee has not exceeded 8 hours per day or 40 hours per week and it is outside their normal tour of duty.

Pay Code 047 Compensatory Time Off for Travel Used

Definition Compensatory time used when the employee is granted time off from his or her scheduled tour of duty established for leave purposes as defined in 5 CFR 550.1406

Regulation References 5 CFR Part 550

Eligible Employees Most employees may use this type of compensatory time. This includes employees in senior-level (SL) and scientific or professional (ST) positions, but not members of the Senior Executive Service (SES) or prevailing rate employees. See “Agency Uniques” for Presidio Trust employees.

Increment Recorded in 15 minutes increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 047
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
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Agency Uniques

PT: Presidio Trust employees who have pay plan AD, salary equal to or greater than GS/15/10 and salary ID table equal to 20574 are not eligible to earn or use compensatory time for travel or receive payment for expired compensatory time.

**Additional Information
Expiration**

Compensatory Time Off for Travel will expire at the end of the 26th pay period after the pay period during which it was credited. If an employee does not use the earned compensatory time off within 26 pay periods after it is credited, he or she must forfeit the compensatory time.

Pay Code 048 Compensatory Time, Callback

Definition United States Park Police and other agency identified employees shall be compensated for overtime work by compensatory time off for not less than two hours for a first appearance in court (on a duty day only) or a callback to duty on other than the employee's day off.

Regulation References 5 CFR 550

Eligible Employees United States Park Police and other agency identified employees

Increment Recorded in 15 minutes increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 048
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00). If less than two hours, the system will generate the additional time up to two hours
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **TCE Compensatory Time, True, Earned (FAA Only)**

Definition Federal Aviation Administration (FAA) bargaining unit employees earn true Compensatory time at 1 ½ times the actual hourly rate, even though they are Fair Labor Standards Act (FLSA) exempt employees.

Regulation References 5 USC 5542 (A) (3)

Eligible Employees FAA bargaining unit employees. Only pay plans AT, FF, FG, FL, FM, FN, FS, FT, FV, FW, GG, XL, XP, or XS are allowed to earned this type of compensatory time.

Increment Recorded in 1 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code TCE
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Expiration

There is no expiration time limit for this compensatory time FAA employees, with the exception of pay plans FG and FM, do not have an hourly or biweekly cap for TCE.

True Compensatory Time Earned will count towards the maximum 160-hour limit for Department of Transportation, FAA.

Pay Code **TCW Compensatory Time, True, Earned, Callback Worked (FAA Only)**

Definition FAA employees shall be compensated for overtime work by compensatory time off for not less than two hours for a callback to duty on other than the employee's day off. Federal Aviation Administration (FAA) bargaining unit employees earn true Compensatory time at 1 ½ times the actual hourly rate, even though they are Fair Labor Standards Act (FLSA) exempt employees.

Regulation References 5 USC 5542 (A) (3)

Eligible Employees FAA bargaining unit employees. Only pay plans AT, FF, FG, FL, FM, FN, FS, FT, FV, FW, GG, XL, XP, or XS are allowed to earned this type of compensatory time.

Increment Recorded in 1 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code TCW
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00). If less than two hours, the system will generate the additional time up to two hours
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Limit True Compensatory Time Earned Callback Worked will count towards the maximum 160-hour limit for Department of Transportation, FAA.

Chapter 2: CREDIT HOURS

Pay Code

230 Credit Hours Earned

Definition

Hours that an employee elects to work, with supervisory approval, in excess of the employees basic work requirement under a flexible work schedule.

Regulation References

5 USC 6121

Eligible Employees

Employees on a Flexible work schedule (see Agency Uniques)

Increment Usage Coding Requirements

Recorded in 15 minute increments (see Agency Uniques)

Field	Requirement
Pay/Hours Code	Enter pay code 230
Days	Enter the hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques

OPIC: The Overseas Private Investment Corp. (OPIC) allows employees to earn and use credit hours in one-minute increments. OPIC limits employees to a maximum of eight credit hours earned each day of the weekend. (Implemented in FPPS release 10.01.)

DOT/FAA: Department of Transportation, Federal Aviation Administration

Employees in Pay Plan AT with BUS code equal to 1545: these employees may be considered “grandfathered” if the employee has more than 24 hours available. A declining balance routine will be applied allowing the employee to use, but not earn Credit Hours, until the balance is less than 24 hours (Effective October 1, 2009. Implemented in FPPS release 10.02).

Employees in Pay Plan AT, BUS Code 0049, with a 2nd Position Grade equal to I and whose credit hour balance is greater than 24 hours: these employees are considered “grandfathered” with regard to earning, using, and payout of credit hours. This applies to DOT AWS codes B, D, O, P, and Q (implemented in FPPS release 10.3).

Employees in BUS codes 0052, 0058, 0063, 0068, 0091, 0125, 0145, 0185, 1387 with AWS codes = D, P, Q, B and O: these employees are considered “grandfathered”. FLSA non-exempt employees in this situation are not allowed to earn credit hours – these employees will have a declining balance until all credit hours are used. FLSA exempt employees will only be allowed to earn credit hours if they have an AWS code = D, P, or Q with a carryover cap of 24 hours. Any employee with a credit hour balance is considered ‘grandfathered’ with regard to using, earning, and paying out credit hours. Upon separation, only a maximum of 24 hours is paid out (implemented FPPS Release 11.02).

Employees who are in BUS 8888, Pay Plan AT, with a second position grade 'J': these employees are allowed credit hours restoration upon their return to BUS 8888 after a temporary assignment where credit hours over the limit, applicable to the BUS of the temporary position, were lost (implemented FPPS Release 11.02).

Employees in BUS Code 0064, Pay Plan FV or FG and AWS codes of B,D, G, O, P and Q: these employees are not eligible to earn credit hours but are able to maintain and use credit hours under the “grandfathered” clause effective 1/1/2012.

DOT: Department of Transportation employees may earn credit hours in 1 minute increments. No cap for most employees but never paid out upon separation. Some compressed tours allow credit hours.

NSF: The National Science Foundation SES employees earn and use credit hours the same pay period or they are lost.

CPSC: Consumer Product Safety Commission employees can earn up to 24 credit hours on holidays or weekend days.

SLS: Saint Lawrence Seaway employees are allowed no more than 8 hours to be carried over and employee must use balance in two pay periods.

PBGC: An employee must earn at least 30 minutes of credit time before it can be credited to the employee’s leave account. After the first 30 minutes, credit time can then be earned in 15 minute increments. Hours under the first 30 minutes are not credited to the employee’s account.

Additional Information

Expiration	Credit hours do not expire.
Maximum	Subject to any limitation prescribed by the Office of Personnel Management or the employing agency, a full-time employee on a flexible work schedule can accumulate a maximum of 24 credit hours (see Agency Uniques).
Part-time Employees	Part-time employees can accumulate a maximum of 1/4 of the hours in their biweekly work requirement during their regularly established tour of duty. Part-time employees are not required to work eight hours in a day or 40 hours in a week to earn credit hours.
Payout of Credit Hours	If the employee terminates, transfers, or changes to an alternative work schedule where credit hours are not allowed, the credit hours balance will be paid to the employee, unless otherwise specified by the agency.

Pay Code **231 Credit Hours Used**

Definition Hours allowed to be used by an employee during a subsequent day, week, or pay period, with supervisory approval, to allow the employee to be absent from an equal number of hours of the employees basic work requirement with no loss of basic pay.

Regulation References 5 USC 6121, 5 USC 6126

Eligible Employees Employees on a Flexible work schedule (see Agency Uniques)

Increment Usage Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 231
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques

OPIC: The Overseas Private Investment Corp. (OPIC) allows employees to earn and use credit hours in one-minute increments. OPIC limits employees to a maximum of eight credit hours earned each day of the weekend. (Implemented in FPPS release 10.01.)

DOT/FAA: Department of Transportation employees in Pay Plan AT and BUS code 1545 may be considered “Grandfathered” if the employee has more than 24 hours available. A declining balance routine will be applied allowing the employee to use, but not earn Credit Hours, until the balance is less than 24 hours (Effective October 1, 2009. Implemented in FPPS release 10.02). Employees in Pay Plan AT, BUS Code 0049, with a 2nd Position Grade equal to I and whose credit hour balance is greater than 24 hours are considered “grandfathered” with regard to earning, using, and payout of credit hours. This applies to DOT AWS codes B, D, O, P, and Q (implemented in FPPS release 10.3).

Additional Information

Credit hours may be requested and used in lieu of other types of excused paid leave in accordance with the policies of the client agency.

Pay Code 238 Credit Hours, Travel Earned (FAA Only)

Definition DOT/FAA employees in pay plan FV with bargaining unit status codes 0062 and 0064 are allowed to accrue hours equal to each hour of time spent in a travel status outside the employee's scheduled tour of duty.

Eligible Employees DOT/FAA employees only: Employees in pay plan FV with BUS code 0062 may earn and use Travel Credit Hours on any work schedule .

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 238
Days	Enter the hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information**Limits**

There is no limit on the number of hours that may be accrued or carried over from one pay period to another.

Unused Hours

Unused Travel Credit Hours are not paid out to the employee.

Chapter 3: DIFFERENTIAL PAY

Pay Code	090-098 Environmental/Hazard Pay
Definition	Additional monetary compensation is paid to GSEmployees for the performance of hazardous duty or duty involving physical hardship not usually involved in carrying out the duties of his/her position. Additional monetary compensation is paid to the Prevailing Rate (Wage) employees for the performance of work involving unusually severe working conditions or unusually severe hazards.
Regulation References	5 USC 5545 (d), 5 CFR 550.903, 5 CFR 532.5115, and 5 USC 5545 (c) (1) & (2) and 5545a (c)
Eligible Employees	GS and Prevailing rate employees
Coding Requirements	See below
Coding Regular Pay Codes (010, 110, etc.) and Environmental/Hazard Together On Same T&A Line	

The alpha Environmental/Hazard (Env/Haz) Codes can be recorded on the time sheet with the Pay Code under which the hazard work was performed, e.g., Pay Code 010 for regularly scheduled time and Pay Code 110 for overtime, etc., for the number of hours actually worked under the hazardous condition. The codes are entered in the Env/Haz column of the T&A. The system will automatically generate the proper pay entitlement based on the recorded alpha Hazard Code for actual exposure time (Wage only), or ALL hours in pay status for the day of exposure when appropriate codes are used (Wage and GS employees). All pay entitlements, e.g., regular time, overtime, hazard pay, will be charged to the recorded cost structure (common account number) of the regular or overtime hours. DO NOT use the 090 pay code series on the same days you code the T&A with regular pay codes and the appropriate alpha hazard code.

Field	Requirement
Pay/Hours Code	Enter pay code 010, 110, etc..
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter the alpha Environmental /Hazard codes listed in the tables below

Field	Requirement
Days	Enter the hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account #	Enter costing account number
Messages	Enter message code, if applicable

Coding Regular Pay Codes and Environmental/Hazard Pay Codes (090 – 098) On

When it is necessary to charge the hazard pay entitlement to a special or separate cost structure (common account number) OTHER than the employee's regular number, this can be accomplished by recording Pay Code 090 - 098 for all hours to be paid at the exposure time on the time sheet. In this type of situation, it would be necessary to record the regularly scheduled tour as usual, Pay Code 010, 020, 030, etc. Record overtime hours to Pay Code 110, etc. (or Compensatory Time to Pay Code 040). In addition to these codes, record all hours to be paid to environmental/hazard to the appropriate pay code in the 090-098 series, with the applicable alpha Hazard Code and the appropriate environmental/hazard cost structure.

Field	Requirement
Pay/Hours Code	Enter pay code 090, 091, 092, 093, 094, 095, 096, 097, or 098. This pay code must be accompanied with the regular hours worked pay code (ex: 010).
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter the alpha Environmental /Hazard codes listed in the tables below
Days	Enter the hours/minutes on the day of the week the time is earned (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Refer to the coding chart on the following page for proper use of the 090 series pay codes.

Env/Hazard (E/H) Pay Code	Applicable Regular Pay Codes	When To Use	Who
090 – E/H Differential	010, 012, TRN	To pay E/H entitlement for regular hours the employee actually worked	GS or WG
091 – E/H Diff. Not Worked	020, 024, 025, 02F, 030, 034, 038, 03F, 041, 043, 050, 060, 061, 068, 069, 06A, 070, 072, 074, 081, 083, 085, 08A, 08B, 08F, 08S, 160, 162, 164, 166, 168, 16A - 16L, 16N, 16Q, 16S, 16U, 16W, 16Y, 211, 213, 215, 218, 231, 30C, AFA, AFB, AFF, AFS, ALR, BOU, FFF, FFI, LS1, LS3, LSA, LSB, LSF, LSS, PFA, PFB, PFF, PFS, SFA, SFB, SFS, VFA, VFB, VFF, VFS	To pay E/H entitlement for “non-worked” hours when the situation calls to pay the entitlement for all regular hours in a pay status. This includes entitlement for holiday not worked	GS or WG
092 – E/H Diff. Overtime Worked	040, 045, 048, 110, 111, 11U, 116, 118, 119, 120, 124, 125, 127	To pay E/H entitlement for WG employees’ OT/Comp Time hours. This code MUST be used for WG in order for the correct OT hazard hourly rate to be calculated and paid. GS employees may be coded using 092 or 090 for their OT/Comp hazard hours. The calculated rate is the same for them.	WG and GS
093 – E/H Diff. Overtime, Not Worked	049, 112, 12A, 128	Code is system-generated for OT or Comp callback hours not posted.	GS / WG
094 – E/H Diff. Sunday Overtime	121, 122	To pay E/H entitlement for WG employees for hazard OT performed on a Sunday. The calculation will be the same if you code 094 or 092.	WG
095 – E/H Diff. Sunday Overtime Not Worked	123	Code is system-generated for OT hazard to be paid for all hours in pay status when there is also leave coded.	GS / WG
096 – E/H Diff. Holiday	051, 055	To pay E/H entitlement to WG employees on a holiday worked. GS employees are not entitled to E/H on holiday worked hours, only holiday not-worked (091) hours.	WG NOT GS
097 – E/H Diff. Holiday Not Worked	052	Code is system-generated for holiday hazard callback hours not posted.	WG
098 – E/H Diff. Sunday Premium	140	To pay E/H entitlement on Sunday premium hours. Not allowed for GS employees.	WG NOT GS

Note: The Office of Personnel Management issued guidance on the payment of Hazardous Duty Pay in their web site as follows:

5 USC 5545 (c) (1) & (2) and 5545a (c) authorizes payment of annual premium for regularly scheduled standby duty, administratively uncontrollable overtime work (AUO), and availability pay, instead of some other types of premium pay, including hazardous duty pay. Thus, hazardous duty pay may not be paid for hours of work for which an employee is paid these types of premium pay. The employee may be paid hazardous duty pay only for those hours of work that are not paid for with standby, AUO, or availability pay.

Environmental/Hazard – Exposure Tables

Code	Payment % for Actual Exposure Time
A	5
B	4
C	6
D	8
F	15
H	25
J	50
K	\$1.00 Per Hour
L	\$0.20 Per Hour (BOR & DOT)
M	100
N	200

Code	Payment % for All Hours in a Pay Status for the Day
O	175
P	4
Q	\$0.52 Per Hour (BIA ONLY)
R	8
T	10
U	15
V	25
X	50
Y	100

PAY CAP LIMITATIONS FOR EMERGENCY WORK PERFORMED:

Employees are entitled to continue receiving basic pay throughout the calendar year and, if applicable, the employee is still entitled to receive hazardous duty pay (HDP) since HDP is not subject to the premium pay cap. The Quicktime T&A system allows for messages/codes to exceed the biweekly maximum but not the annual premium pay cap (see T&A Data Fields, Messages).

Overtime hourly rate - If an employee is exempt performing non-exempt tasks temporarily under certain conditions in 5 CFR 551.211, the Quicktime T&A system allows for an indicator on the T&A to be input that changes the status to non-exempt per workweek. This indicator will allow the payroll system to pay overtime at the true time and half overtime rate. The following information provides specifics on this.

"Performing different work for a temporary period of time" (5 CFR 551.211)

Temporarily assigned duties may require a change in an employee's FLSA exemption status. To determine if a temporary change in exemption status is required, the agency must look at the temporary assignment over a specific span of time and determine if the exemption status of the primary duties of that assignment are different from the employee's regular exemption status.

The specific span of time required for a temporary exemption status change depends on whether an emergency exists or not.

- In an emergency, the exemption status of an employee must be determined on a workweek basis*
 - In a non-emergency, the exemption status of an employee must be determined for more than 30 consecutive calendar days—the "30-day test"*
- In any case, the agency must look at whether or not the primary duties of the temporary assignment are different in exemption status from the employee's regular exemption status.*
- A nonexempt employee remains nonexempt unless the primary duties for the period of temporary work are exempt for the applicable span of time*
 - An exempt employee must be considered nonexempt for the entire period of temporary duties if the primary duties for the period of temporary work are not exempt for the applicable span of time*

*Use **any one** of the following tests for determining whether the duties are "primary duties" (5 CFR 551.104):*

- The duties constitute over 50 percent of the employee's work or*
- The duties constitute a substantial, regular part of the work assigned and performed or*
- The duties are the reason for the existence of the assigned position or*
- For exempt status, the work is clearly exempt by design—based on the frequency of exercising discretion and independent judgment in significant decisions. (5 CFR 551.206)*

FLSA exempt means not covered by the minimum wage and overtime provisions of the Act.

Additional Information

Payment

The employee may be paid hazardous duty pay only for those hours of work that are not paid with standby, AUO, or availability pay.

GS Employees

The additional percentage for the GS employee is paid for ALL hours in pay status on the day of exposure.

Prevailing Rate Employees

The additional percentage is determined by (1) actual exposure time to the hazardous condition; or (2) all hours in pay status on the day of exposure.

Pay Code **130 Night Differential Pay**

Definition Pay employees receive for regularly scheduled hours worked (including regularly scheduled overtime) between 6 p.m. and 6 a.m. (Including time spent on COP light duty).

An employee is entitled to night differential for night work performed during temporary assignment to a night tour of duty.

Regulation References 5 USC 5545

Eligible Employees GS employees are eligible to receive this differential (except Premium Class 09). Intermittent employees are not eligible. Federal Wage System (FWS) or negotiated contract employees are not entitled to Night Differential. For those FWS employees (who are paid for night work), the appropriate shift code should be coded on the T&A (see T&A Data Fields, Shift Code).

Earnings Night differential pays 10% of the employee's rate of basic pay

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 130. This pay code must be accompanied with the regular hours worked pay code (ex: 010).
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the differential is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code	131 Night Differential Not Worked
Definition	Pay employees receive for regularly scheduled hours not worked (including regularly scheduled overtime) between 6 p.m. and 6 a.m. (Including time spent on COP light duty).
Regulation References	5 USC 5545
Eligible Employees	GS employees are eligible to receive this differential (except Premium Class 09). Intermittent employees are not eligible. Federal Wage System (FWS) or negotiated contract employees are not entitled to Night Differential. For those FWS employees (who are paid for night work), the appropriate shift code should be coded on the T&A (see T&A Data Fields, Shift Code).
Earnings	Night differential pays 10% of the employee's rate of basic pay
Coding Requirements	

Field	Requirement
Pay/Hours Code	Enter pay code 131. This pay code must be accompanied with the regular hours not worked pay code (ex: 020).
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the differential is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques	DOT: Department of Transportation employees are paid up to 8 hours of TOTAL paid leave (including holiday, admin, military, jury, duty, religious, time off, COP, or travel) in a pay period.
Additional Information	Payment of night differential continues for regularly scheduled night hours when an employee is absent due to a holiday, administrative leave, military leave, jury duty, religious compensation time, time off award, COP, or official travel status. It also continues during short periods of all other paid leave (e.g., periods of less than 8 hours paid leave in a pay period).

Pay Code **CUD Operational Currency Differential (FAA Only)**

Definition A 1.6 percent differential paid to staff air traffic control specialists, supervisors and managers who are above the first line supervisors and work in air traffic control centers and terminals.

Regulation References Air Traffic Control Revitalization Act

Eligible Employees FAA Only: Staff air traffic control specialists, supervisors and managers who are above the first line supervisors and work in air traffic control centers and terminals. This differential does not apply to GS-2152 Air Traffic Control Specialists in air traffic control centers or terminals officially assigned to positions requiring operational or full-performance control duties or first level supervisory duties. These employees are required, as a condition of employment, to be certified as proficient and medically qualified to perform duties including the separation and control of live traffic.

Earnings This premium is 1.6 percent of the applicable rate of basic pay

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code CUD. This pay code must be accompanied with the regular hours worked pay code (ex: 010).
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the differential is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information This differential will be paid provided the employee maintains a current medical certification and controls live traffic in accordance with proficiency standards established by the Office of the Associate Administrator for Air Traffic.

**Casual Hire
Explanation**

When casual hire employees who are not firefighters are in duty status to “maintain law and order in emergency and other unforeseen enforcement situations,” their hazard casual positions are differentiated from the regular casual positions.

Pay Code**H10 (Casual Hire) Regular Time****Definition**

Regular hours are the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee’s regularly scheduled administrative workweek. General Rule: For tours that begin one day and end on the following day, enter them on the day the tour began.

Regulation References

Interagency Incident Business Management Handbook

Eligible Employees

Casual hire employees who are not firefighters are in duty status to “maintain law and order in emergency and other unforeseen enforcement situations

Increments

Recorded in 15 minutes increments - if time is not recorded in 15 minute increments, the entire line of the T&A (where the error occurred) will fatal.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code H10
Days	Enter the hours/minutes on the day of the week the hours are worked (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

If a Casual Hire’s T&A is coded for less than 2 hours on any day, a warning message will be generated.

Pay Code

H14 (Casual Hire) Travel

Definition

Casual hires are allowed paid time to travel back to the point of hire at the end of an incident, but before release.

Regulation References

Interagency Incident Business Management Handbook

Eligible Employees

Casual hire employees who are not firefighters are in duty status to “maintain law and order in emergency and other unforeseen enforcement situations

Increments

Recorded in 15 minutes increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code H14
Days	Enter the hours/minutes on the day of the week the hours are worked (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

If the Casual is released for cause, or quits without good reason, there is no guarantee of paid time to return to the point of hire.

Pay Code **H15 (Casual Hire) Guarantee Time (Paid Time Off)**

Definition Casual hires who have worked 14 continuous days must take 2 days off prior to working additional days. They are expected to continue working the same incident after the time off. Casual hires who are assigned away from the point of hire/incident in this manner are guaranteed 8 hours of pay per calendar day.

Regulation References Interagency Incident Business Management Handbook

Eligible Employees Casual hire employees who are not firefighters are in duty status to “maintain law and order in emergency and other unforeseen enforcement situations.

Increments Recorded in 15 minutes increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code H15
Days	Enter the hours/minutes on the day of the week the hours are used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **H17 (Casual Hire) Instructor**

Definition Casual Hires designated as a Trainer/Instructor are allowed to accumulate up to 120 hours as a trainer (as specified by the agency) in a calendar year.

Regulation References Interagency Incident Business Management Handbook

Eligible Employees Casual hire employees who are not firefighters are in duty status to “maintain law and order in emergency and other unforeseen enforcement situations.

Increments Recorded in 15 minutes increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code H17
Days	Enter the hours/minutes on the day of the week the hours are used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Warning Messages Hours posted on a T&A that exceed the 120 maximum will generate a fatal error on the day or line of the T&A where the error occurs.

Pay Code

H18 (Casual Hire) COP (Continuation of Pay)

Definition

Continuation of pay (COP) for Casual Hire employees who sustain a traumatic injury. These employees are entitled to COP for a period not to exceed 45 calendar days from the date of injury. Continuation of Pay (COP) for traumatic injury begins the day after the incident occurs.

Regulation References

Interagency Incident Business Management Handbook

Eligible Employees

Casual hire employees who are not firefighters are in duty status to “maintain law and order in emergency and other unforeseen enforcement situations.

Increments

Recorded in 15 minutes increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 010 on the date of the injury. Enter pay code H17 for the succeeding days.
Days	Enter the hours/minutes on the day of the week the hours are used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **OPD Operational Responsibility Differential (FAA Only)**

Definition A 5% differential paid to FAA employees under pay plans AT or FG, occupying GS-2152 and 2181 positions and meeting specific criteria.

Regulation References Pay code OPD is governed by the Air Traffic Revitalization Act, Order # 3550.13, Public Laws 97-377, 98-78, and 97-276.

Eligible Employees FAA Only: Employees under pay plans AT or FG, occupying GS-2152 and 2181 positions and meeting specific criteria.

Earnings This differential is 5 percent of the applicable rate of basic pay

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code OPD. This pay code must be accompanied with the regular hours worked pay code (ex: 010).
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the differential is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Payment Base

The 5% OPD is based on all regular hours, including paid leave, and is calculated biweekly.

Pay Code **TRV (Casual Hires) Travel reimbursement for Emergency Hires**

Reference Regulations Interagency Incident Business Management Handbook

Definition This pay code allows reimbursement of travel expenses to casual employees only.

Eligible Employees Casual employees only – used by the AG11, US Forest Service

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code TRV
Entitlement/Deduction	Select whether the adjustment is an entitlement or a deduction
Amount	Enter the amount – may input with or without decimals. Amount may not exceed \$9999.99.
Start Date	Enter the start date TRV was earned – MM/DD/CCYY
End Date	Enter the end date TRV was earned – MM/DD/CCYY

Additional Information

Gross Pay Pay code TRV is not included in gross pay and is not subject to Federal, State, Local, OASDI, and Medicare taxes.

Start/End Dates The system will not accept future start or end dates. The start date and end date must be less than or equal to the current system date.

Entitlement Entitlement cannot be greater than \$9,999.99, or less than (–) \$9,999.99.

Chapter 4: FECA/COP/OWCP

Pay Code	160 FECA/COP Paid (1st Occurrence)
Definition	Continuation of pay (COP) for employees who sustain a disabling, job-related, traumatic injury. These employees are entitled to COP for a period not to exceed 45 calendar days from the date of injury.
Regulation References	Federal Employee's Compensation Act (FECA) 5 USC Chapter 81. Questions concerning provisions of the Federal Employee's Compensation Act and accident reporting should be directed to the appropriate Safety or Personnel Office of the client agency.
Eligible Employees	All employees
Increment	Not to exceed 45 calendar days from the date of injury
Coding Requirements	

Field	Requirement
Pay/Hours Code	Enter pay code 160
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Pay code 160 should be recorded on the first full day or shift following the date of injury. If the incident occurred during the day, the fraction of the day following the incident is charged to administrative leave (060). Code the T&A Record with the actual number of hours absent. Any hours less than the full number of hours scheduled will count as a full day.
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Employees have 45 days after the injury date to begin using COP. The beginning date is determined as follows:

- Pay Code 160 should be reported on the first full day or shift following the date of injury. If the incident occurred during the day, the fraction of the day following the incident is charged to administrative leave (060).
- If the employee stops work for only a portion of a day or shift (other than the day or shift when the disability begins), that day or shift will be considered as one calendar day. Code the actual number of hours used. Those hours will count as a full day.
- If the employee is not immediately disabled as a result of the injury, the 45 days will begin on the first full day or shift when the disability begins. Employees have 45 days after the first date of return to begin using remaining COP.

**Within Grades/
Leave Accruals/
Holiday and
Premium pay**

The 45 day continuation of pay does not affect within grade increases or leave accruals. Employees on FECA/COP are eligible to receive Holiday Worked and premium pay (e.g., night or shift differential, holiday worked (pay code 051), and regularly scheduled overtime) if those days are part of the regularly scheduled tour of duty. (Holidays that fall within a period of FECA/COP should be coded to pay code 160).

**Additional
Occurrences**

FPPS can record and store up to 11 additional FECA/COP - Paid occurrences. The guidelines for recording the following FECA/COP codes are the same as for Pay Code 160. Additional pay codes are as follows:

- 164 - FECA/COP - Paid (2nd Occurrence)
- 166 - FECA/COP - Paid (3rd Occurrence)
- 168 - FECA/COP - Paid (4th Occurrence)
- 16L - FECA/COP - Paid (5th Occurrence)
- 16N - FECA/COP - Paid (6th Occurrence)
- 16Q - FECA/COP - Paid (7th Occurrence)
- 16S - FECA/COP - Paid (8th Occurrence)
- 16U - FECA/COP - Paid (9th Occurrence)
- 16W - FECA/COP - Paid (10th Occurrence)
- 16Y - FECA/COP - Paid (11th Occurrence)

Pay Code 161 FECA/COP UNPAID (1ST OCCURRENCE)

Definition Periods of unpaid time (non work days) that fall within a period of paid FECA/COP leave.

Regulation References Federal Employee's Compensation Act (FECA) 5 USC Chapter 81. Questions concerning provisions of the Federal Employee's Compensation Act and accident reporting should be directed to the appropriate Safety or Personnel Office of the client agency.

Eligible Employees All employees

Increment Not to exceed 45 calendar days from the date of injury

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 161
Days	Enter the hours/minutes on the non work day (ex: 8:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information**Example**

If the employee is on FECA/COP leave the last day of their workweek (normally Friday) and the FECA/COP continues through the first day of the next work week (normally Monday), Pay Code 161 should be entered on the weekend days.

45 Day Limit

Though payment is not made when using FECA/COP unpaid pay codes, it does count toward the 45 day limit.

Additional Occurrences

FPPS can record and store up to 11 additional FECA/COP-Unpaid occurrences. The guidelines for recording the following FECA/COP codes are the same as for Pay Code 161. Additional codes are as follows:

165 - FECA/COP - Unpaid (2nd Occurrence)
 167 - FECA/COP - Unpaid (3rd Occurrence)
 169 - FECA/COP - Unpaid (4th Occurrence)
 16M - FECA/COP - Unpaid (5th Occurrence)
 16P - FECA/COP - Unpaid (6th Occurrence)
 16R - FECA/COP - Unpaid (7th Occurrence)
 16T - FECA/COP - Unpaid (8th Occurrence)
 16V - FECA/COP - Unpaid (9th Occurrence)
 16X - FECA/COP - Unpaid (10th Occurrence)
 16Z - FECA/COP - Unpaid (11th Occurrence)

Pay Code **16A FECA/COP Light Duty - Paid (1st Occurrence)**

Definition Work performed by an employee having a light duty assignment following an on-the-job injury and a personnel action (SF-50) is processed to reflect a change in salary.

Regulation References Federal Employee’s Compensation Act (FECA) 5 USC Chapter 81. Questions concerning provisions of the Federal Employee’s Compensation Act and accident reporting should be directed to the appropriate Safety or Personnel Office of the client agency.

Eligible Employees All employees

Increment Not to exceed 45 calendar days from the date of injury

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 16A
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information These are paid COP hours and differ from the FECA/COP pay codes in only one way; they indicate that the employee was performing work on light duty rather than not performing work at all for FLSA entitlement purposes. These hours of paid time while on light duty are counted toward the 45 calendar day limit.

Additional Occurrences Additional pay codes are as follows:
 16B - FECA/COP - Light Duty - Paid (2nd Occurrence)
 16C - FECA/COP - Light Duty - Paid (3rd Occurrence)
 16D - FECA/COP - Light Duty - Paid (4th Occurrence)
 16E - FECA/COP - Light Duty - Paid (5th Occurrence)
 16F - FECA/COP - Light Duty - Paid (6th Occurrence)
 16G - FECA/COP - Light Duty - Paid (7th Occurrence)
 16H - FECA/COP - Light Duty - Paid (8th Occurrence)
 16I - FECA/COP - Light Duty - Paid (9th Occurrence)
 16J - FECA/COP - Light Duty - Paid (10th Occurrence)
 16K - FECA/COP - Light Duty - Paid (11th Occurrence)

SF 50 Action These pay codes are to be used only if a personnel action is completed to change pay rate.

Pay Code 162 FECA/OWCP 1st Occurrence**Definition**

This pay code is used to record the number of work days the employee receives compensation from the Department of Labor, Office of Worker's Compensation Program (OWCP) subsequent to the 45 day continuation of pay, or due to occurrences of occupational disease. This time is paid and controlled by OWCP upon approval by them, as opposed to being paid by the employee's agency. This pay code does not generate payment.

Eligible Employees

All employees

Increment

This pay code is used until the employee is released by the OWCP and either returns to duty or is separated by the employing agency. It is recorded in hours to total days used.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 162
Days	Enter the hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information**Holidays**

Holidays occurring during payment of FECA/OWCP are coded to Pay code 162.

Additional Occurrences

FPPS can record and store up to 11 additional FECA/OWCP – Occurrences. The guidelines for recording the following FECA/OWCP codes are the same as for Pay code 162.

Additional codes are as follows:

DL2 - FECA/OWCP - (2nd Occurrence)
 DL3 - FECA/OWCP - (3rd Occurrence)
 DL4 - FECA/OWCP - (4th Occurrence)
 DL5 - FECA/OWCP - (5th Occurrence)
 DL6 - FECA/OWCP - (6th Occurrence)
 DL7 - FECA/OWCP - (7th Occurrence)
 DL8 - FECA/OWCP - (8th Occurrence)
 DL9 - FECA/OWCP - (9th Occurrence)
 DLA - FECA/OWCP - (10th Occurrence)
 DLB - FECA/OWCP - (11th Occurrence)

Chapter 5: HOLIDAY PAY**Pay Code 050 Holiday Not Worked**

Definition When a holiday falls on a workday in a full-time or part-time employee's basic workweek, the employee is entitled to pay for the hours that fall within the regularly scheduled tour of duty on that holiday.

Regulation References 5 USC 6103, 6104, and 6124, 5 USC 6103(b) and Executive Order 11582, CG B-214156, May 29, 1984

Eligible Employees Full and part-time employees. Intermittent employees are not entitled to holiday pay.

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 050
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the time is regularly worked (ex: 8:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

FLSA Entitlement Hours reported under this pay code are used to determine the number of "hours of work" for overtime FLSA entitlements.

Part-time Part-time employees may or may not receive "in lieu of" holiday pay for the number of hours they were scheduled to work that day, dependent on the policy of the employing agency. Reference 5 USC 6103(b) and Executive Order 11582. The Comptroller General has issued an opinion that favors the practice of excusing part-time employees for the designated "in lieu of" holiday granted to full-time employees on days falling within the part-time employee's regularly scheduled work week. Reference CG B-214156, May 29, 1984. If the holiday falls on their day off, they do not receive holiday pay.

One Year Appointment	Under the one-year appointment of students hired under the STEP program, they are entitled to holiday pay if the holiday is part of the regular tour of duty. They are paid for the number of hours that they were scheduled to work on that day. Those students who are scheduled to work full-time during their school vacations receive full-time pay for any holidays that may occur during these vacation periods (e.g. Christmas and New Years).
First 40/Maxiflex	<p>Full-time employees on either a first forty or a maxi flex tour of duty receive up to eight hours of holiday pay, regardless of the number of work hours normally worked on that day of the week.</p> <p>If a part-time employee on a maxiflex tour of duty has maintained a reasonably consistent work schedule for several pay periods, the employee may be paid for the number of hours he/she would have worked (not to exceed 8 hours) except for the holiday.</p>
Compressed	Employees on a compressed work schedule receive holiday pay for the number of hours scheduled for that day.
“In Lieu Of”	For the full-time employee if the holiday falls on the regularly scheduled day off, the day immediately preceding the holiday is usually granted as the “in lieu of” holiday.
LWOP	When a holiday is surrounded by leave without pay before and after, the holiday is coded to leave without pay (pay code 101).

Pay Code 051 Holiday Worked

Definition Holiday work hours (eight hours or less) for GS employees are paid at the basic rate of pay in addition to the pay received for holiday not worked. An employee assigned to work the holiday is entitled to holiday pay for at least two hours of holiday worked.

Regulation References 5 CFR 550.103, 5 CFR 550.131(c), 5 USC 5546(b)

Eligible Employees Full-time and part-time employees (except Premium Class 09). Intermittent employees are not entitled to holiday worked. If an Intermittent works the holiday, the employee is entitled to only the hours that were regularly worked. These hours are coded to regular time (010).

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 051
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is worked (ex: 6:00). If less than two hours, the system will generate the additional time up to two hours.
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Rate of Pay GS employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Compressed A full-time or part-time GS employee under a compressed work schedule is entitled to their basic rate of pay for the work that is not in excess of their scheduled tour for that day.

Work in Excess Of Tour of Duty Work in excess of the employee’s scheduled tour should be coded as overtime or compensatory time.

Intermittent Intermittent employees working on a holiday receive their basic pay rate.

Hourly Employees Hourly employees are compensated for work performed on a holiday which falls within their regularly scheduled tour of duty at a rate provided in union contracts.

Pay Code **05A Holiday Worked Administrative Leave – Other – Used (FAA ONLY) Effective April 10, 2011****Definition** FAA employees who take leave for administrative purposes on a holiday. This is in addition to the pay received for the holiday not worked.**Eligible Employees** FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.**Increment** Recorded in 15 minute increments.**Coding Requirements**

Field	Requirement
Pay/Hours Code	Enter pay code 05A
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Pay Code **05B Holiday Worked Administrative Leave – Blood Donation – Used (FAA ONLY) Effective April 10, 2011**

Definition FAA employees who take leave for blood donation purposes on a holiday. This is in addition to the pay received for the holiday not worked.

Eligible Employees FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.

Increment Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 05B
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Pay Code 05C Holiday Worked Administrative Leave – Court – Used (FAA ONLY) Effective April 10, 2011

Definition FAA employees who take leave for jury duty, or attending judicial proceedings in a nonofficial capacity as a witness on behalf of a state or local government purposes on a holiday. This is in addition to the pay received for the holiday not worked.

Eligible Employees FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.

Increment Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 05C
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Pay Code **05L Holiday Worked Military Leave – 15 Days – Used (FAA ONLY) Effective April 10, 2011****Definition** FAA employees who take leave for certain types of active or inactive duty in the Armed Forces on a holiday. This is in addition to the pay received for the holiday not worked.**Eligible Employees** FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.**Increment** Recorded in 15 minute increments.**Coding Requirements**

Field	Requirement
Pay/Hours Code	Enter pay code 05L
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Pay Code **05M Holiday Worked Military Leave – 22 Days – Used (FAA ONLY) Effective April 10, 2011**

Definition FAA employees who take leave for certain types of active or inactive duty in the Armed Forces on a holiday. This is in addition to the pay received for the holiday not worked.

Eligible Employees FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.

Increment Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 05M
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Pay Code **05R Reserve Military Technician Military Leave – 44 Days – Used (FAA ONLY) Effective April 10, 2011**

Definition FAA employees who are members of the Reserve and National Guard who take leave for certain types of active or inactive duty in the Armed Forces on a holiday. This is in addition to the pay received for the holiday not worked.

Eligible Employees FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.

Increment Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 05R
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Pay Code **05S Holiday Worked Change of Stations Leave – Used (FAA ONLY) Effective April 10, 2011**

Definition Leave granted by FAA to employees for making pre-moving or post-moving arrangements due to an official post of duty change on a holiday. This is in addition to the pay received for the holiday not worked. **NOTE: This pay code is only used if the employee has an open occurrence of a Change of Station within FPPS.**

Eligible Employees FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.

Increment Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 05S
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Pay Code **05U Holiday Worked Bone Marrow Donor Leave – Used (FAA ONLY) Effective April 10, 2011**

Definition FAA employees who take leave for serving as a bone marrow donor on a holiday. This is in addition to the pay received for the holiday not worked.

Eligible Employees FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.

Increment Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 05U
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Pay Code **05W Holiday Worked Administrative Leave - Weather – Used (FAA ONLY) Effective April 10, 2011**

Definition FAA employees who are excused from duty when emergency situations arise which are beyond the control of management or employees and which prevent the opening of Federal offices and activities. Additionally, employees may be prevented from getting to work, or dismissed early from work in certain areas on a holiday. This is in addition to the pay received for the holiday not worked.

Eligible Employees FAA employees whose Pay Plan = FV, AWS codes = B, D, P, Q or O, and BUS code = 0052, 0058, 0063, 0064 (effective 6/5/2011), 0068, 0091, 0125, 0145, 0185, or 1387.

Increment Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 05W
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00).
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

Employees are paid at the basic rate of pay in addition to the pay received for holiday not worked.

Chapter 6: LEAVE

Pay Code

060 Administrative Leave (Other) Used

Definition

Subject to the rules and regulations of the Office of Personnel Management and operating policy of client agencies, employees may be excused from duty without loss of pay and without charge to leave when absence is necessary for specific reasons. Dependent on agency policy, administrative leave may be granted for:

- Attending a conference/convention
- Tardiness/brief absences
- Group dismissals
- Attendance of funerals of an immediate relative who died while serving as a member of the armed forces in a combat zone
- Participation in military funerals
- Civil Defense - Reference EO 10529
- National Disaster
- OPM examination
- Physical examination - Reference PL 79-658, 5 U.S. Code 7901
- Contracts type M or N (DOI - BIA only) when school is not in session during school breaks, but not during the summer
- Registration/voting
- Other purposes as authorized by the employing agency

Regulation References

5 CFR Part 610

Eligible Employees

All employees except Intermittent employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 060
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account #	Enter costing account number
Messages	Enter message code, if applicable

Pay Code

061 Administrative Leave (Weather) Used

Definition

Employees may be excused from duty without loss of pay and without charge to leave when emergency situations arise which are beyond the control of management or employees and which prevent the opening of Federal offices and activities. Additionally, employees may be prevented from getting to work, or dismissed early from work in certain areas.

Regulation References

Guidelines for this type of administrative leave are established and disseminated by Heads of Federal Executive Boards, Federal Executive Associations, and similar organizations of Federal Officials.

Eligible Employees

All employees, including Intermittent

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 061
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number

Pay Code 068 Administrative Leave (Blood Donation) Used

Definition Employees who serve as blood donors may be excused from work without charge to leave.

Regulation References 30 CG 521. Client agencies may, by administrative regulation, place limitations or restrictions on leave authorized for blood donations.

Eligible Employees All employees except Intermittent employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 068
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code

069 Administrative Leave (Court) Used

Definition

Authorized absence of an employee from work status for jury duty, or attending judicial proceedings in a nonofficial capacity as a witness on behalf of a state or local government. This absence is without loss of or reduction in pay or leave to which the employee is entitled. Additionally, credit for time in service and performance efficiency ratings are not affected by this leave

Regulation References

5 USC 6322

Eligible Employees

All employees except Intermittent employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 069
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 06A Administrative Leave Sick Leave Used

Definition Absence for illness or injury incurred in the performance of duty shall be allowed as administrative sick leave for United States Park Police.

Regulation References PL 88-471

Eligible Employees United States Park Police

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 06A
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code

ALR Administrative Leave (Union/Labor Relations) Used

Definition

Administrative leave may be granted in accordance with agency policy to an employee representative for the purpose of receiving information, briefing, and orientation relating to matters within the scope of Federal Service Labor Management Relations Statute. Administrative leave cannot be granted for solicitation or training of union members. Such matters that may be of mutual concern to both the employing agency and the employee include, but are not limited to:

- Statutory or regulatory provisions relating to pay
- Working conditions
- Work schedules
- Employee grievances
- Performance ratings
- Adverse action appeals
- Agency policy/negotiated agreements

Regulation References

Federal Service Labor Management Relations Status, agency policy

Eligible Employees

All employees except Intermittent employees

Increment

May be coded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code ALR
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **PHS Administrative Leave (Preventative Health Screening) Used (SSS and US Tax Court Only)**

Definition Selective Service and US Tax Court employees may be excused from duty for 4 hours per leave year without loss of pay and without charge to leave for preventative health screenings (see agency unique).

Eligible Employees All SSS and US Tax Court employees except Intermittent employees

Increment Recorded in 15 minute increments up to 4 hours per leave year

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code PHS
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques US Tax Court: Employees with a sick leave balance less than 80 hours are allowed to use four hours of excused absence per leave year to attend preventative health care activities effective August 30, 2010.

Annual Leave: General Information

Earning Annual Leave

Annual leave is earned and credited biweekly, beginning with an employee's appointment, if the appointment is for 90 days or longer, and may be used as soon as it is accrued.

Using Annual Leave

Annual leave is used in lieu of days/hours within a tour of duty which an employee would usually work and receive pay. It is usually the joint responsibility of the supervisor and the employee to assure that annual leave is requested, scheduled, and granted so that the employee does not forfeit the leave at the end of the leave year.

NOTE: Leave year begins the first complete pay period in a calendar year and ends the day before the first full pay period in the following calendar year.

Annual leave, in addition to other paid and unpaid leave, can be used up to 12 weeks during any 12-month period for medical reasons, birth, adoption, or care of a child, and for the care of certain family members with serious health conditions. More information is available under Family Medical Leave. Reference 5 USC 6382.

Accrual of Annual Leave

The amount of annual leave accrued is based on the years of creditable federal civilian service, military service, and the number of hours worked during a biweekly period*. Changes/increases to the rate of accrual are effective the pay period after an employee has completed the 3rd and 15th year of service. (Employees under pay plans ES, SL, and ST accrue 8 hours of leave regardless of the length of employment). Employees who have a temporary appointment for less than 90 days do not accrue annual leave. If these appointments are extended and the employee completes 90 continuous days of service, the employee is eligible for retroactive credit for leave from the date of the initial appointment. (The employee is eligible to use the leave after the 90th day of continuous days of service).

An employee must be in pay status or a combination of pay and non-pay status for the full biweekly tour of duty to earn leave. Leave may or may not accrue during a period of leave granted prior to separation. Reference PL 78-525.

Annual leave does not accrue:

- for any period for which a lump sum payment is made.
- when an employee is in a non-pay status for the leave year.
- when a full-time employee accumulates a total of 80 hours in non-pay status within the leave year (i.e., 80, 160, 240, etc.).
- for intermittent employees who have no regular tour of duty established.
- when the tour of duty is not met and recorded on a timesheet.

*See opm.gov for information regarding Creditable Service for annual leave accrual for non-federal work experience and experience in the uniformed service (ref 5U.S.C. 6303(e)).

The following leave accrual tables provide guidelines for various employee groupings.

For Full-time Employees Other than Firefighters and Law Enforcement

Length of Service	Employee Earns	Days Accrued per Leave Year
Less than 3 years	4 hours of annual leave accrued for each full biweekly pay cycle	13
3 to 15 years	6 hours of annual leave accrued for each full biweekly pay cycle (80 hours), and 10 hours of annual leave accrued in the last full biweekly pay period in a calendar year	20
More than 15 years	8 hours of annual leave accrued for each full biweekly pay cycle (80 hours)	26

For Firefighters and Law Enforcement

Because these are irregular tours of duty (TODs), all work days are considered regular work days and employees are required to work all holidays falling within their regularly scheduled TOD. If an employee does not work on a holiday, it is considered an absence on a regular workday and leave must be charged.

Length of Service	Accrual Calculation
Less than 3 years (1 accrual for every 20 hours)	TOD = 144 hours X 26 pay periods = 3744 hours per year 3744 hours ÷ 20 = 187 hours to be accumulated per year <hr/> 144 hours ÷ 20 = 7 hours earned per pay period 7 hours earned X 26 pay periods = 182 hours earned year to date *182 + 5 = 187
3 to 15 years (1 accrual for every 13 hours)	TOD = 144 hours X 26 pay periods = 3744 hours per year 3744 hours ÷ 13 = 288 hours to be accumulated per year <hr/> 144 hours ÷ 13 = 11 hours earned per pay period 11 hours earned X 26 pay periods = 286 hours earned year to date *286 + 2 = 288
More than 15 years (1 accrual for every 10 hours)	TOD = 144 hours X 26 pay periods = 3744 hours per year 3744 hours ÷ 10 = 374 hours to be accumulated per year <hr/> 144 hours ÷ 10 = 14 hours earned per pay period 14 hours earned X 26 pay periods = 364 hours earned year to date *364 + 10 = 374

*Pay period 01 each year additional hours will be accrued.

For Part-time Employees

Length of Service	Employee Earns
Less than 3 years	1 hour of annual leave accrued for every 20 hours in pay status up to 80 hours, but not to exceed 4 hours of leave credit. Excess hours are carried forward to subsequent pay periods.
3 to 15 years	1 hour of annual leave accrued for every 13 hours in pay status up to 80 hours, but usually not to exceed 6 hours of leave credit. A seventh hour may be credited if it accrues as a result of pay status hours carried over from a prior pay period. Excess hours are carried forward to subsequent pay periods.
More than 15 years	1 hour of annual leave accrued for every 10 hours in pay status. Excess hours are carried forward to subsequent pay periods.

All hours in a pay status up to 80 hours (including regular and overtime), are used in computing leave earned by part-time employees. If an employee changes from part-time to full-time status, and there is insufficient service credit to earn the minimum of one hour, the excess hour(s) of service is lost because of the status change. Reference 32 CG 490.

Fractional Pay Periods

Annual leave does not accrue for a fractional part of a pay period unless the fractional part of the pay period immediately precedes/follows:

- a period of non-pay status when an employee is receiving disability compensation from Department of Labor;
- a transfer to an international organization with statutory reemployment rights;
- conversion from full-time to intermittent employment (or vice versa);
- entrance into or return from military service;
- transfer to or from another agency when there is a change in the date of an employee's pay period.

Note: If an employee is hired the day after a holiday which falls on the first Monday of the pay period, or at the beginning of the pay period, full accruals will be received.

Annual Leave Carryover

The maximum amount of annual leave that can be carried forward to the next leave year is:

- 30 days (240 hours) for most Federal employees;
- 45 days (360 hours) for employees serving outside the United States (and the District of Columbia) who are recruited and employed under special conditions.

Annual leave carryover can be *greater* than 30 days if:

- hours accumulated at the end of the 1952 leave year were greater than 30 days;
- hours accumulated in a 45-day (360 hours) leave position are greater than 30 days and the employee moves to a position subject to the 30 day limitation. If an employee does not maintain a 360 hour balance at the end of the leave year, the new balance becomes the new leave ceiling;
- employees are serving on a Senior Executive Service (SES) appointment which entitles them to carryover 720 hours. Hours of annual leave to the employee's credit at the time of entry into the SES position which are above the previous annual leave ceiling are subject to that ceiling, and will be forfeited if not used prior to the end of the current leave year. PL 103-352 Section 201 contains a grandfather clause which allows SES employees to carryover more than 720 hours if their balance as of October 16, 1994, was greater than 720 hours;
- SES employees convert to pay plan EX (Executive Pay). These employees are allowed to maintain a leave maximum of 720 hours;
- Firefighters are on an uncommon TOD. The maximum for firefighters is computed using the following ratio: $240 \times (\text{average hours in a biweekly tour}) \div 80$.

-
- Employee works for DOT/FAA and is in bargaining unit (BUS) 0054. These employees are entitled to carryover up to 256 hours. When employee temporarily moves into or leaves BUS 0054, the annual leave carryover maximum does not change (10.3 release).
 - Presidio Trust employees who have pay plan AD, salary equal to or greater than GS/15/10 and salary ID table equal to 20574 are allowed to carryover a maximum of 720 hours with a change to the Service Computation Date or rate of accrual (this change is effective FPPS Release 11.03 with a cutover rule of PP201126 forward).

If leave used in a leave year is greater than earned, the maximum allowable carryover is reduced to a new leave ceiling. Leave earned during a leave year in excess of the maximum amount which may be carried over into the following year must be used or it will be forfeited unless the forfeiture was the result of:

- an administrative error,
- an exigency of the public business, or
- an injury of the employee.

Hours forfeited for these purposes may qualify for Restored Leave. Additional information can be supplied by the Servicing Personnel Office.

Transfer and Separation

When an employee transfers without a break in service between positions subject to the Leave Act, the employee's annual leave account shall be certified for credit in the new position. When an employee separates from Federal service, the annual leave balance is paid in a lump sum payment (generally two pay periods following the separation date).

Advanced Annual Leave (Not Leave Share Recipients)

(The following information is for employees who are *not leave share recipients*. See pay code 02F for advanced annual leave used when employee is a current leave share recipient, and the advanced leave is unrelated to the leave share. If advanced leave is related to the leave share, see pay codes LS1, LS3, LS5, or LS7, depending on which leave share type the employee is in, for explanation in coding.)

Annual leave may be advanced an employee prior to the employee earning it.

Post "Y" in the Advance Leave area on the T&A entry screen and indicate the number of hours and type of leave to be advanced on the "pop-up" screen.

An employee can be advanced a maximum of the amount they accrue from the time (pay period) the leave is granted until the end of the leave year.

**Part time
Employees**

For part-time employees, leave is charged only for absences occurring during the hours and on the days regularly scheduled for duty. Leave may not be charged for absences on legal holidays (except in cases of firefighters or law enforcement officers).

**Annual Leave
Without Consent**

An employee may be placed on annual leave with or without consent if sick leave is not available and the employee's personal physician admits the employee's physical incapacity for official duties, or where there is other medical or reasonable evidence that the employee's employment would be considered hazardous to the employee or the employee's co-workers. Reference 38 CG 503.

**Annual Leave
While on Official
Travel**

Annual leave must be charged if an employee on official travel by an indirect route or for personal reasons requires more time than authorized for the travel involved. The amount of leave charged is determined by applicable travel regulations governing mileage and per diem allowances.

Pay Code

024 Annual Leave in Lieu of FECA Used

Definition

An employee who is injured on the job or sustains a job-related disability caused by an occupational disease or illness may elect to use annual leave during or after completion of the 45-day continuation of pay (COP) status in order to avoid possible interruption of income. FECA compensation under The Department of Labor is not paid while an injured or disabled employee receives COP or paid leave.

Regulation References

20 CFR 10

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 024
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Buy Back of Leave

If an employee elects to take leave and the claim for compensation is subsequently approved, the employee may arrange with the employing agency to buy back the leave used and have the leave reinstated. Reference 20 CFR 10.202 and 10.310.

Pay Code 025 Annual Leave in Lieu of Sick Leave Used**Definition**

An employee entitled to use sick leave may request that such time be charged to annual leave. A client agency may allow retroactive substitution of sick leave for annual leave if the employee retires or dies in the same year in which the leave is taken, and a timely request is made. This substitution of leave is at the discretion of the client agency and depends upon the circumstances of each case.

Regulation References

CG B-191076, June 12, 1978, 38 CG 354, 37 CG 439

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 025
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Annual leave may not be substituted for sick leave previously granted and documented where the substitution is solely for the purpose of avoiding forfeiture of annual leave. Reference 38 CG 354. Annual leave may be substituted for advanced sick leave. Reference 37 CG 439.

Maximum	Usually, an employee can be advanced a maximum of the amount they will accrue from the time (pay period) the leave is granted until the end of the leave year. For example, if there are three pay periods left in the year, and an employee is in the four hour annual leave category, that employee can only be advanced a maximum of 12 hours of annual leave.
Separation	Upon separation from Federal service, employees are indebted for any advanced leave that was used, but not earned prior to separation. The employee shall surrender the cash value of leave advanced, or the amount due for the advanced leave will be collected in accordance with client agency policy. A refund is not required in the case of a disability retirement or separation by death or disability (supported by medical certificate) or entrance on active military duty with restoration rights. Compensatory time granted in lieu of overtime may not be used to offset a balance of advanced annual leave. Reference 45 CG 243.

Pay Code **AFA Annual Leave in Lieu of Family (Adopt) Used**

Definition An employee may substitute annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for the adoption or foster care of a child.

Regulation References FMLA, PL 103-3

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code AFA
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The AFA (FMLA) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FMLA policy, even if all 12 workweeks have not been taken at the time and/or additional annual leave is available.

Pay Code **AFB Annual Leave in Lieu of Family (Birth) Used**

Definition An employee may substitute annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for the birth of a child of the employee and the initial care of the child.

Regulation References FMLA, PL 103-3

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code AFB
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The AFB (FMLA) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FMLA policy, even if all 12 workweeks have not been taken at the time and/or additional annual leave is available.

Pay Code **AFS Annual Leave in Lieu of Family (Medical Self) Used**

Definition An employee may substitute annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their position

Regulation References FMLA, PL 103-3

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code AFS
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The AFS (FMLA) entitlement begins with the date the employee first takes annual leave in lieu of FMLA and continues for a 12-month period in accordance with FMLA policy, even if all 12 workweeks have not been taken at that time and/or additional annual leave is available.

Pay Code **AMF Annual Leave in Lieu of Family (Military)
Used**

Definition An employee who is the spouse, son, daughter, or parent of a service member is entitled to 12 administrative workweeks of FMLA leave during any 12-month period for any qualifying exigency arising out of the fact that the member is on active duty or has been notified of an impending order to active duty. (See FMLA Chapter).

Regulation References FMLA, PL 103-3

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code AMF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information Employees may substitute annual leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of annual leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request annual leave.

Pay Code 08A Annual Leave Restored, in Lieu of Family (Adopt) Used

Definition An employee may substitute restored annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for the adoption or foster care of a child.

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 08A
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The 08A (FMLA) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FMLA policy, even if all 12 workweeks have not been taken at the time and/or additional restored annual leave is available.

Pay Code **08F Annual Leave Restored, in Lieu of Family (Family Illness) Used**

Definition An employee may substitute restored annual leave consistent with current law and regulations governing the granting and use of annual leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period to provide care for a spouse, son, daughter, or parent who has a serious health condition.

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 08F
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The 08F (FMLA) entitlement begins with the date the employee first takes restored annual leave in lieu of FMLA and continues for a 12-month period in accordance with FMLA policy, even if all 12 workweeks have not been taken at that time and/or additional restored annual leave is available.

Pay Code **RIF Annual Leave, Restored, in Lieu of Family
(Military Injury) Used**

Definition An employee who is the spouse, son, daughter, parent, or next of kin of a service member seriously injured while on active military duty is entitled to 26 administrative workweeks of FMLA leave during any 12-month period in order to care for the service member.

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code RIF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information An employee may substitute restored annual leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of restored annual leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request restored annual leave.

Pay Code **RMF Annual Leave, Restored, in Lieu of Family (Military) Used**

Definition An employee who is the spouse, son, daughter, or parent of a service member is entitled to 12 administrative workweeks of FMLA leave during any 12-month period for any qualifying exigency arising out of the fact that the member is on active duty or has been notified of an impending order to active duty. (See FMLA Chapter).

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code RMF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information An employee may substitute restored annual leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of restored annual leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request restored annual leave.

Pay Code **COS Change of Stations Leave Used (FAA ONLY)**

Definition Leave granted by FAA to all their employees for making pre-moving or post-moving arrangements due to an official post of duty change.

Regulation References HRPM LWS 8.8, Excused Leave

Eligible Employees Permanent employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code COS
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information Employees are entitled to a leave year-to-date maximum of 64 hours. Employees are allowed two years from the beginning date to use COS hours.

FAMILY FRIENDLY LEAVE: General Information

The Family Friendly Leave Act (FFL) expands the use of sick leave by permitting employees to use a specific amount of sick leave each year for care of a family member, depending on the situation (see “Use of Sick Leave As FFL” below).

Use of Sick Leave As FFL

Sick leave may be used as FFL to:

- Provide care for a family member (spouse, children (including adopted children) and spouses thereof, brothers and sisters and spouses thereof, parents, parents-in-law, any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) who is incapacitated by a medical or mental condition or attends to a family member receiving medical, dental, or optical examination or treatment;
- Make arrangements necessitated by the death of a family member or attend the funeral of a family member;
- Provide care for a family member with a serious health condition (the term “serious health condition” is not intended to cover short-term conditions for which treatment and recovery are very brief).

Available Sick Leave Hours Under FFL

An employee is entitled to:

- Use a total of up to 104 hours of sick leave each leave year (or for part time or uncommon tours of duty the amount of accruals earned during a leave year) for:
 - A family member who is incapacitated by a medical or mental condition or to attend to a family member receiving medical, dental, or optical examination or treatment, or
 - Bereavement purposes - to make arrangements necessitated by the death of a family member or attend the funeral of a family member.
- Use a total of up to 480 hours of sick leave each leave year to provide care for a family member with a serious health condition. For employees having part time or uncommon tours of duty the amount of sick leave allowed to be used is equal to 12 times the average number of hours in his or her scheduled tour of duty each week.
Example: tour of duty is 32 hours per week, the amount of sick leave available is 384 hours (32 hours x 12 = 384 hours).

Limitations

The *total* number of sick leave hours used for caring for a family member, bereavement purposes, and caring for a family member with a serious health condition cannot exceed a total of 480 hours in a leave year for a full-time employee or, for employees having part time or uncommon tours of duty, 12 times the average number of hours in his or her scheduled tour of duty each week.

Example: if a full-time employee has used 20 hours to take care of a family member’s dental appointments and 16 hours to attend a family funeral, he/she will only have 444 hours available to take care of a family member with a serious health condition.

Pay Code **FFF Family Friendly (Funeral) Used**

Definition Sick leave used for the purpose of making arrangements necessitated by the death of a family member or to attend the funeral of a family member (see 5 CFR 630 for definition of “family member”).

Regulation References 5 CFR 630, 5 CFR 630.401, 5 CFR 630, PL 103-388

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code FFF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Maximum Usage See Family Friendly Leave – General Information

Change in TOD If the number of hours of work in an employee’s tour of duty changes during the leave year, the employee’s entitlement to use sick leave to care for a family member or for bereavement purposes must be recalculated based on the new tour of duty.

Manual Records Timekeepers will need to maintain manual records to ensure that the regulatory maximums are not exceeded (see Family Friendly Leave – General Information).

Pay Code

FFI Family Friendly (Family Illness) Used

Definition

Sick leave used for one of the following reasons:

- Provide care for a family member (spouse, children (including adopted children) and spouses thereof, brothers and sisters and spouses thereof, parents, parents-in-law, any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) who is incapacitated by a medical or mental condition or attends to a family member receiving medical, dental, or optical examination or treatment; and/or
- Provide care for a family member with a serious health condition (the term “serious health condition” is not intended to cover short-term conditions for which treatment and recovery are very brief).

Regulation References

5 CFR 630, 5 CFR 630.401, 5 CFR 630.1202

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code FFI
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

**Maximum Usage
Change in TOD**

See Family Friendly Leave – General Information.
If the number of hours of work in an employee’s tour of duty changes during the leave year, the employee’s entitlement to use sick leave to care for a family member or for bereavement purposes must be recalculated based on the new tour of duty.

Manual Records

Timekeepers will need to maintain manual records to ensure that the regulatory maximums are not exceeded (see Family Friendly Leave – General Information).

FAMILY MEDICAL LEAVE: General Information

The Family and Medical Leave Act of 1993 (FMLA) allows eligible Federal employees to take job-protected, unpaid leave for, in most cases, up to a total of 12 administrative workweeks in any 12-month period for the following family and medical needs:

- The birth and initial care of a child of an employee
- The placement and initial care of a child with the employee for adoption or foster care
- The care of a family member limited to a spouse, son, daughter, or parent of the employee, if such person has a serious health condition
- A serious health condition of the employee unable to perform the essential functions of their position
- The care of a family member injured while on active duty (See “Family Military...” section below)
- The care of a family member preparing for a call to active military duty (See “Family Military...” section below)

FMLA is in addition to annual leave, sick leave, advanced annual or sick leave, other leave without pay available to the employee through the Voluntary Leave Share Transfer program, and compensatory time off or credit hours available to the employee.

An employee may also substitute paid leave for FMLA, consistent with 5 CFR 630.1205. Compensatory time off or credit hours do not meet the criteria for such substitution.

Additionally, the employee has the right to retain their original position. In the exceptional case where returning the employee to the same position would impose a hardship on the agency, the employee may be returned to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

Applicability

OPM regulations (5 CFR Part 630-L) for FMLA apply for most Federal employers. Employees must have completed at least 12 months of service (not required to be 12 recent or consecutive months). FMLA does not apply to employees serving under a temporary appointment with a time limitation of 1 year or less, nor does it apply to intermittent employees.

Department of Labor regulations (Reference 29 CFR Part 825) for FMLA apply for all private, state, and local government employers and for some federal employers. Employees must meet all three of these conditions: Have been employed by the employer for at least 12 months (need not be consecutive); And have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; And are employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Restrictions

- An employee is not entitled to 12 additional administrative workweeks of leave until the previous 12-month period ends and an event or situation occurs that entitles the employee to another period of FMLA. A continuation of a previous situation may be the basis for 12 additional workweeks of FMLA after the initial or previous period ends.
- An employee shall take only the amount of FMLA that is necessary to manage the circumstances that prompted the need for the leave.
- An employee cannot take FMLA intermittently or on a reduced leave schedule for the birth of a child or for adoption unless the employee has obtained approval by the appropriate individual within their agency.
- If an employee on FMLA exceeds 365 days in a non-pay status, the employee must pay their premiums on a current basis in order to continue health benefits coverage.
- An employee may not retroactively substitute paid time off for FMLA.

Family Military Leave and Family Military Injury Leave

The National Defense Authorization Act (NDAA, Public Law 110-181 §585) amended FMLA to allow:

- 26 weeks of leave to employees who are the spouse, son, daughter, parent, or next of kin of a service member seriously injured while on active military duty, in order to care for the member (not to exceed usage of 26 weeks in a single 12-month period)
- 12 weeks of leave for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending order to active duty (not to exceed usage of 12 weeks in a single 12-month period)

A "qualifying exigency" is any of the following:

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Additional activities not encompassed in the other categories, but agreed to by the employer and employee

An employer may require an employee to provide a certification that sets forth information pertaining to the exigency each time the employee first takes leave for a qualifying exigency.

Substitution of Leave

Employees may substitute other types of accumulated leave for FMLA leave. They must notify their supervisor of the intent to substitute paid time off for FMLA. Substituted paid leave counts toward the 12 weeks of FMLA and is not in addition to it.

A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee’s right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations.

Approval of advanced annual or sick leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request advanced annual or sick leave.

Once an employee invokes any type of FMLA, the anniversary date will apply to all occurrence types.

The following table shows the leave types that employees may substitute for FMLA (consistent with current laws and regulations governing the use of each leave type), along with the applicable pay code.

Substitution of Most Leave Types for FMLA - Pay Codes

Leave Type ("In Lieu of...")	Family Medical Leave Codes					
	Adopt	Birth	Family Illness	Medical Self	Military (12 Wk)	Military Injury (26 Wk)
Leave Without Pay	10A	10B	10F	10S	WMF	WIF
Annual Leave	AFA	AFB	AFF	AFS	AMF	AIF
Annual Leave Restored	08A	08B	08F	08S	RMF	RIF
Leave Share	***	LSB	LSF	LSS	—	—
Personal Leave *	PFA	PFB	PFF	PFS	PMF	PIF
Sick Leave	SFA	SFB	**	SFS	SMF	SIF
Vacation Leave *	VFA	VFB	VFF	VFS	VMF	VIF

* Bureau of Indian Affairs Educators ONLY

** See Family Friendly Leave. Employee is entitled to a maximum of 480 hours for serious family health condition under FFL. If sick leave is desired for family illness, use pay code FFI under FFL regulations.

*** Leave Share is not available for Adoption because it is not considered an emergency.

Substitution of Leave Bank and Leave Share for FMLA - Pay Codes

The pay codes for substituting Leave Bank, and for some Leave Share uses, for FMLA fall into broader eligibility categories plus occurrence number.

Leave Type	Family Medical Leave Codes							
	Family Medical		Self Medical		Military (12 Wk)	Military (12 Wk)	Military Injury (26 Wk)	Military Injury (26 Wk)
Occurrence	1	2	1	2	1	2	1	2
Leave Bank	LBF	LBG	LBS	LBH	MB1	MB2	IB1	IB2
Leave Share	—	—	—	—	ML1	ML2	IM1	IM2

Find additional information about each pay code under the chapter for the leave type.

Pay Code	085 Home Leave Used
Definition	Leave authorized by Leave 5 USC 6305 (a) and earned by service abroad for use in the U.S., Commonwealth of Puerto Rico, or in the territories or possession of the U.S. Home leave is in addition to any other type of leave, and is accrued automatically by FPPS based on months of service.
Regulation References	5 USC 6305(a), 5 CFR 630
Eligible Employees	Except as otherwise authorized by statute, an employee is entitled to home leave only when a basic service period of 24 months of continuous service has been completed, and the employee expects to return to an overseas assignment. For purposes of crediting home leave, a month is a period which is from a given day in one month through the day preceding the numerically corresponding day in the next month.
Earnings and Increments	<p>Home leave is earned on a daily basis rather than an hourly basis. The conditions of employment determine the amount of home leave earned for each 12 months of service abroad.</p> <p>Home leave is credited on a monthly basis and is earned at a rate of five, 10, or 15 days for each 12-month period as follows:</p> <ul style="list-style-type: none">• An employee serving at a post for which a 20% or higher foreign or non foreign (but not tropical) pay differential is authorized, earns 15 days of home leave for each 12-month period of service.• An employee serving at a post for which at least 10% and less than 20% foreign or non foreign (but not tropical) pay differential is authorized, earns 10 days of home leave for each 12-month period of service.• An employee serving abroad who is not in the 15 or 10 day category is eligible to earn home leave at a rate of five days of home leave for each 12-month period of service.

Home leave is credited in accordance with the following table:

Months of Service Abroad	Earning Rate (Days for each 12 months)		
	15	10	5
DAYS EARNED			
1	1	0	0
2	2	1	0
3	3	2	1
4	5	3	1
5	6	4	2
6	7	5	2
7	8	5	2
8	10	6	3
9	11	7	3
10	12	8	4
11	13	9	4
12	15	10	5

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 085
Days	Enter actual hours/minutes on the day of the week the time is used (ex: 6:00). FPPS will calculate usage on daily increments.
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

**Additional Information
Indebtedness**

An employee who does not return to service abroad subsequent to the use of home leave is indebted for the home leave taken. The Office of Personnel management authorizes waiver of the refund only for the following reasons:

- Failure to return was due to compelling personal reasons of a humanitarian or compassionate nature, such as physical or mental health, or circumstances over which the employee has no control.
- The employee’s agency decides that the employee’s return abroad would not be of public interest.

- The employee has worked no less than six months on assignment in the United States following the period of leave.

Limitations

Home leave may be accumulated without limit, but cannot be used as terminal leave nor can a lump sum payment be made for home leave.

Non Pay Status

Absence in a non-pay status up to a maximum of two workweeks within each 12-month period of service abroad is included as service abroad. Non-pay absences for more than two weeks result in home leave months of service being adjusted.

Unused Home Leave

When an employee returns to an assignment in the United States, any unused Home Leave remains to the employee's credit.

Pay Code HHL House Hunting Leave Used (FAA ONLY)

Definition Leave granted to Federal Aviation Administration employees to participate in house hunting trips due to a duty station change. This is not charged to the employee's leave balances.

Eligible Employees FAA employees in BUS codes 0053, 0061, and 1545

Earning and Increments Employees are entitled to a maximum of 4 occurrences per leave year, with a maximum of 10 days per occurrence. Home leave is charged in 1 day increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code HHL
Days	Enter actual hours/minutes on the day of the week the time is used (ex: 6:00). FPPS will calculate usage on daily increments.
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

LEAVE BANK: General Information

A Leave Bank allows employees to contribute leave for medical, self, or family emergency use. Agencies that provide this option each have their own separate Leave Banks, managed by their own Leave Bank Boards.

A Leave Bank Member is an employee who has made the minimum annual leave contribution during open or individual enrollment periods in order to obtain membership in the Leave Bank.

A Leave Bank Recipient is a current Leave Bank Member approved by the Leave Bank Board to receive leave from the Leave Bank for either a medical or a family emergency.

A Leave Bank Donor is an employee who voluntarily requests the transfer of their annual leave to the Leave Bank. Leave Bank Members and non-members may make voluntary leave donations at any time during the leave year, within the established limitations of the program.

Employees can use Leave Bank and Leave Share at the same time. (See the Leave Share – General Information in this guide for related information.)

Pay Code **IB1 Leave Bank in Lieu of Family (Military Injury) Used Occurrence 1**

Definition An employee who is the spouse, son, daughter, parent, or next of kin of a service member seriously injured while on active military duty is entitled to 26 administrative workweeks of FMLA leave during any 12-month period in order to care for the service member.

Regulation References FMLA, Public Law 103 - 3

Eligible Employees Full and part-time leave accruing employees of agencies using the leave bank program

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code IB1
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information An employee may substitute some or all of their available leave bank leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of leave bank leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request leave bank leave.

Additional Occurrences A second occurrence of Leave Bank in Lieu of Family – Military Injury - Used is coded to IB2.

Pay Code **LBF Leave Bank/FMLA (Family Medical) Used Occurrence 1**

Definition An employee who is a member of his or her agency's voluntary leave bank, may receive annual leave from the leave bank if the employee experiences a FMLA Family medical emergency and has exhausted his or her available paid leave.

Regulation References 5 USC 6361-6373, 5 CFR part 630, subpart J

Eligible Employees Full and part-time leave accruing employees of agencies using the leave bank program

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LBF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Set Aside Accounts While using donated leave, a leave recipient may accrue no more than 40 hours of annual leave and 40 hours of sick leave in "set-aside accounts." The leave in the set-aside accounts will be transferred to the employee's regular leave accounts when the medical emergency ends or if the employee exhausts all donated leave.

Additional Occurrences A second occurrence of Leave Bank/FMLA – Family Medical – Used is coded to pay code LBG.

Pay Code **LBS Leave Bank/FMLA (Self Medical) Used Occurrence 1**

Definition An employee who is a member of his or her agency's voluntary leave bank, may receive annual leave from the leave bank if the employee experiences a FMLA self medical emergency and has exhausted his or her available paid leave.

Regulation References 5 USC 6361-6373, 5 CFR part 630, subpart J

Eligible Employees Full and part-time leave accruing employees of agencies using the leave bank program

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LBS
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Set Aside Accounts While using donated leave, a leave recipient may accrue no more than 40 hours of annual leave and 40 hours of sick leave in "set-aside accounts." The leave in the set-aside accounts will be transferred to the employee's regular leave accounts when the medical emergency ends or if the employee exhausts all donated leave.

Additional Occurrences A second occurrence of Leave Bank/FMLA – Self Medical – Used is coded to pay code LBH.

Pay Code **LF1 Leave Bank (Family Medical) Used Occurrence 1**

Definition An employee who is a member of his or her agency's voluntary leave bank, may receive annual leave from the leave bank if the employee experiences a medical emergency and has exhausted his or her available paid leave.

Regulation References 5 USC 6361-6373, 5 CFR part 630, subpart J

Eligible Employees Full and part-time leave accruing employees of agencies using the leave bank program

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LF1
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Set Aside Accounts

While using donated leave, a leave recipient may accrue no more than 40 hours of annual leave and 40 hours of sick leave in "set-aside accounts." The leave in the set-aside accounts will be transferred to the employee's regular leave accounts when the medical emergency ends or if the employee exhausts all donated leave.

Additional Occurrences

A second occurrence of Leave Bank – Family Medical – Used is coded to pay code LF2.

Pay Code **LM1 Leave Bank (Self Medical) Used Occurrence 1**

Definition An employee who is a member of his or her agency's voluntary leave bank, may receive annual leave from the leave bank if the employee experiences a self medical emergency and has exhausted his or her available paid leave.

Regulation References 5 USC 6361-6373, 5 CFR part 630, subpart J

Eligible Employees Full and part-time leave accruing employees of agencies using the leave bank program

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LM1
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Set Aside Accounts While using donated leave, a leave recipient may accrue no more than 40 hours of annual leave and 40 hours of sick leave in "set-aside accounts." The leave in the set-aside accounts will be transferred to the employee's regular leave accounts when the medical emergency ends or if the employee exhausts all donated leave.

Additional Occurrences A second occurrence of Leave Bank – Self Medical – Used is coded to pay code LM2.

Pay Code **MB1 Leave Bank in Lieu of Family (Military) Used Occurrence 1**

Definition An employee who is the spouse, son, daughter, or parent of a service member is entitled to 12 administrative workweeks of FMLA leave during any 12-month period for any qualifying exigency arising out of the fact that the member is on active duty or has been notified of an impending order to active duty. (See Chapter 6 – Family Medical Leave).

Regulation References FLMA, Public Law 103 - 3

Eligible Employees Full and part-time leave accruing employees of agencies using the leave bank program

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code MB1
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information An employee may substitute some or all of their available leave bank leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee’s right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of leave bank leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request leave bank leave.

Additional Occurrences A second occurrence of Leave Bank in Lieu of Family – Military Used is coded to MB2.

LEAVE SHARE: General Information

The Voluntary Leave Transfer Program 5 CFR 630.901 (Subpart I)

The Voluntary Leave Transfer Program (VLTP or Leave Share) allows an employee to donate their unused accrued annual and restored annual leave to other employees who need such leave because of a medical emergency. The term “medical emergency” means a medical condition of an employee, or a family member of an employee, that is likely to require the prolonged absence from duty of the employee and to result in a substantial loss of income to the employee because of the unavailability of paid leave (disregarding any advanced leave). 5 USC §6331

Donated Leave Share hours do not expire and do not have to be repaid. Prior to using donated leave, however, the employee must exhaust all available leave balances. In a medical emergency, the employee must deplete their available sick, annual, and restored annual leave balances before using donated leave. In a family medical emergency, the employee must deplete their available annual leave, as well as any sick leave allowed under the Family Friendly Leave Act, before using donated leave. 5 CFR 630.405.

The employee’s Servicing Personnel Office (SPO) administers the leave share program. An employee may make written application to their SPO to become a leave share recipient. If the SPO approves the application, employees within the agency may submit a written request to their SPO for transfer of a specified number of hours of their annual leave to the account of a specified leave share recipient. Usually the leave recipient and donor work for the same agency.

FPPS automatically tracks the availability and use of transferred (shared) leave for both recipients and donors, as input by the SPO.

Employees can use Leave Share and Leave Bank (if available) at the same time. (See Chapter 6: Leave, Leave Bank in this guide for related information.)

Agency Uniques

DOT FAA Employees: Employees in BUS codes 0049, 0052, 0053, 0054, 0058, 0061, 0062, 0063, 0064, 0067, 0068, 0091, 0125, 0145, 0185, 0407, or 1545 are required to have a sick leave balance of 240 hours in order to donate sick leave hours to a leave share recipient. All other employees do not have to meet this requirement (effective August 14, 2011).

Pay Code **IM1 Leave Share in Lieu of Family (Military Injury) Used 1st Occurrence**

Definition An employee who is the spouse, son, daughter, parent, or next of kin of a service member seriously injured while on active military duty is entitled to 26 administrative workweeks of FMLA leave during any 12-month period in order to care for the service member.

Regulation References FMLA, Public Law 103-3, 5 USC 6331-6340, 5 CFR part 630, subpart I

Eligible Employees Full and part-time employees approved for the Leave Share program

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code IM1
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Substitutions

An employee may substitute leave share for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of leave share to substitute for FMLA comes under the same terms and conditions that apply to all employees who request leave share.

Additional Occurrences

Leave Share in Lieu of Family – Military Injury– Used – 2nd Occurrence should use pay code IM2. All above rules apply.

End Date

FPPS includes a leave share type V, “Veteran Medical Emergency.” The system calculates an emergency end date that is five years from the emergency begin date. Users may enter a date that is earlier than, but not later than, that five-year date. Personnel will get a reminder prior to the estimated emergency end date.

Pay Code **LS1 Leave Share (Medical Self) Used
1st Emergency**

Definition An employee who is approved for the Leave Share Program, may receive annual or restored leave from other Federal employees to be used for a condition or occurrence affecting the employee. The employee must use accrued leave (if any) prior to using transferred leave. This is for the employee's first emergency.

Regulation References 5 USC 6331-6340, 5 CFR part 630, subpart I

Eligible Employees Full and part-time employees approved for the Leave Share program

Increment Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LS1
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **DOT:** Department of Transportation employees may record leave in 1 minute increments.

Additional Information
Additional Occurrences

Leave Share – Medical Self – Used – 2nd Emergency should be coded to pay code LS5. All above rules apply.

Pay Code **LS3 Leave Share (Family) Used
1st Emergency**

Definition An employee who is approved for the Leave Share Program, may receive annual or restored leave from other Federal employees to be used for a condition or occurrence affecting the employee's spouse, children, parents, brothers/sisters (and their spouses), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. The employee must use accrued leave (if any) prior to using transferred leave. This is for the employee's first emergency.

Regulation References 5 USC 6331-6340, 5 CFR part 630, subpart I

Eligible Employees Full and part-time employees approved for the Leave Share program

Increment Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LS3
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **DOT:** Department of Transportation employees may record leave in 1 minute increments.

Additional Information**Additional
Occurrences**

Leave Share – Family – Used – 2nd Emergency should be coded to pay code LS7. All above rules apply.

Pay Code **LSB Leave Share in Lieu of Family (Birth)Used
1st Emergency**

Definition An employee is entitled to a total of 12 administrative workweeks of unpaid leave during any 12-month period for the birth of a child of the employee and the initial care of the child. Employees must be approved for both Family Medical Leave (FMLA) and Leave Share prior to using donated leave share hours in lieu of FML.

Eligible Employees Full and part-time employees approved for the Leave Share program and FMLA

Increment Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LSB
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **DOT:** Department of Transportation employees may record leave in 1 minute increments.

Additional Information

Expiration The LSB (FMLA) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists), even if all 12 workweeks have not been taken at that time.

Additional Occurrences Leave Share in Lieu of Family – Birth – Used -2nd Emergency should use pay code LSD. All above rules apply.

Pay Code **LSS Leave Share in Lieu of Family (Medical Self) Used 1st Emergency**

Definition An employee is entitled to a total of 12 administrative workweeks of unpaid leave during any 12-month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their position. Employees must be approved for both Family Medical Leave (FMLA) and Leave Share prior to using donated leave share hours in lieu of FML.

Eligible Employees Full and part-time employees approved for the Leave Share program and FMLA

Increment Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LSS
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **DOT:** May be recorded in 1 minute increments.

Additional Information

Begin Date The LSS (FMLA) entitlement begins with the date the employee first takes LSS (FMLA) and continues for a 12-month period.

Additional Occurrences Leave Share in Lieu of Family – Medical Self – Used – 2nd Emergency should use pay code LSH. All above rules apply.

Pay Code**LV1 Veteran Leave Share Used****Definition**

An employee who is an eligible wounded veteran and who is approved for the Leave Share Program may receive annual or restored leave from other Federal employees to be used for a condition or occurrence affecting the employee. *The employee does not have to exhaust their own available paid leave prior to using Leave Share hours.* The provision applies to an employee who sustains a combat-related disability while serving as a member of the Armed Forces and is undergoing medical treatment for that disability. The employee is eligible to receive donated annual leave as long as they continue to undergo medical treatment, but in no event for longer than five years from the start of the treatment.

Regulation References

Section 1675 of The National Defense Authorization Act (NDAA, Public Law 110-181 §1675), (5 USC 6333)

Eligible Employees

Full and part-time employees approved for the Leave Share program

Increment

Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LV1
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques

DOT: May be used in 1 minute increments.

Additional Information
Leave Bank

There are no changes to Leave Bank based on Public Law 110-181.

Pay Code **ML1 Leave Share in Lieu of Family (Military) Used
1st Occurrence**

Definition An employee who is the spouse, son, daughter, or parent of a service member is entitled to 12 administrative workweeks of FMLA leave during any 12-month period for any qualifying exigency arising out of the fact that the member is on active duty or has been notified of an impending order to active duty. (See Chapter 6 – Family Medical Leave.)

Regulation References FMLA, Public Law 103-3

Eligible Employees Full and part-time employees approved for the Leave Share program

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code ML1
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Substitutions

An employee may substitute leave share for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee’s right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of leave share to substitute for FMLA comes under the same terms and conditions that apply to all employees who request leave share.

Additional Occurrences

Leave Share in Lieu of Family – Military – Used – 2nd Occurrence should use pay code ML2. All above rules apply.

Pay Code 070 Military Leave, Regular Used

Definition An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. Officers or employees serving permanent, indefinite, temporary appointments pending establishment of a register (TAPER), term appointments, or temporary appointments of one year or more, who are members of the National Guard or reserve components of the Armed Forces must be granted military leave not to exceed 120 hours (15 days) in any one fiscal year for active duty, active duty training, and inactive duty training. Employees with a part-time tour of duty are entitled to a percentage of 120 hours, based on a ratio of the employee’s scheduled biweekly hours (e.g., a work schedule of 64 hours biweekly will entitle the employee to 96 hours of military leave).

Regulation References 5 USC 6323 (a)

Eligible Employees Certain types of active or inactive duty employees in the National Guard or the Reserve of the Armed Forces. Employees with temporary appointments of less than one year, with temporary appointment NTE one year, or with intermittent work schedules are not entitled to military leave.

Increment Recorded in increments of one hour
Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 070
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Carryover Employees may carry over 120 hours (15 days) from a prior fiscal year for a total maximum of 240 hours (30 days) available. Employees with a part-time tour of duty are entitled to a percentage of 120 hours, based on a ratio of the employee’s scheduled biweekly hours (e.g., a work schedule of 64 hours biweekly will entitle the employee to 96 hours of military leave).

Non Workday	Military leave is not charged on a non workday.
Absence in Excess of 120 days	Absence for a period of training or active duty in excess of the maximum 120 hour period or available balance will be charged to an appropriate leave account.
Holidays	Holidays occurring within the period of military leave are to be coded to pay code 050.
Inactive Duty Training	Inactive Duty Training is authorized training performed by members of a Reserve component not on active duty and performed in connection with the prescribed activities of the Reserve component. It consists of regularly scheduled unit training periods, additional training periods, and equivalent training. For further information, see Department of Defense Instruction Number 1215.6, March 14, 1997.

Pay Code 072 Military Leave, Law Enforcement Used

Definition Employees who are members of the National Guard or a reserve component of the Armed Forces are allowed to take up to 176 hours (22 days) of leave per calendar year, for the purpose of providing military aid to enforce the law or for the purpose of providing assistance to civil authorities in the protection or saving of life or property or the prevention of injury.

5 USC 6323(b) provides 22 workdays per calendar year for emergency duty as ordered by the President, the Secretary of Defense, or a State Governor. This leave is provided for employees who perform military duties in support of civil authorities in the protection of life and property or who perform full-time military service as a result of a call or order to active duty support of a contingency operation as defined in section 101 (a) (13) of title 10, United States Code.

Regulation References 5 USC 6323(b)

Eligible Employees Employees who are members of the National Guard or a reserve component of the Armed Forces

Increment Recorded in increments of one hour

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 072
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

**Additional Information
Contingency
Operations**

The term contingency operation means a military operation that (a) is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of

the United States or against an opposing military force; or (b) results in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305, or 12406 of title 10, United States Code, chapter 15 of title 10, United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress.

Gross Pay

Gross pay, other than travel, transportation, or per diem received for such service occurring on a regular workday during regular tour of duty hours must be forwarded to the appropriate office as established by agency policy. Reference 5 USC 5519.

Employee is entitled to keep the higher rate of pay (either military or civilian). The employee will be billed for the lesser payment.

Pay Code 074 Military Leave, DC National Guard Used

Definition Leave authorized for employees who are members of the National Guard of the District of Columbia for all days (no limit) of parade or encampment.

5 USC 6323(c) provides unlimited military leave to members of the National Guard of the District of Columbia for certain types of duty ordered or authorized under Title 49 of the District of Columbia Code.

Regulation References 5 USC 6323(c)

Eligible Employees Employees who are members of the National Guard of the District of Columbia

Increment Recorded in one hour increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 074
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information**Gross Pay**

Gross pay, other than travel, transportation, or per diem received for such service occurring on a regular workday during regular tour of duty hours must be forwarded to the appropriate office as established by agency policy. Reference 5 U.S. Code 5519.

Pay Code 218 Personal Leave Used (BIA Only)**Definition**

Leave for personal and/or emergency use is authorized for Bureau of Indian Affairs (BIA) Educators full-time school year contract employees only, where the contract exceeds 24 weeks. At the beginning of the contract/school year, FPPS automatically advances 40 hours for full-time and 20 hours for part-time qualified employees.

Regulation References

25 CFR 38.12 (1)

Eligible Employees

Bureau of Indian Affairs (BIA) Educators full-time school year contract employees only

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 218
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **PFA Personal in Lieu of Family (Adopt) Used (BIA Only)**

Definition An employee may substitute some or all available personal leave for FMLA for the adoption or foster care of a child.

Regulation References 25 CFR 38.12 (1)

Eligible Employees Bureau of Indian Affairs (BIA) Educators full-time school year contract employees only

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code PFA
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The PFA (FMLA) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FMLA policy, even if additional personal leave hours are available.

Pay Code **PFB Personal in Lieu of Family (Birth) Used (BIA Only)****Definition** An employee may substitute some or all available personal leave for FMLA for the birth of a child.**Regulation References** 25 CFR 38.12 (1)**Eligible Employees** Bureau of Indian Affairs (BIA) Educators full-time school year contract employees only**Increment** Recorded in 15 minute increments**Coding Requirements**

Field	Requirement
Pay/Hours Code	Enter pay code PFB
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The PFB (FMLA) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FMLA policy, even if additional personal leave hours are available.

Pay Code **PFS Personal in Lieu of Family (Medical Self) Used (BIA Only)**

Definition An employee may substitute some or all available personal leave for FMLA for a serious health condition of the employee that makes the employee unable to perform the essential functions of their positions.

Regulation References 25 CFR 38.12 (1)

Eligible Employees Bureau of Indian Affairs (BIA) Educators full-time school year contract employees only

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code PFS
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The PFS (FMLA) entitlement begins with the date the employee first takes personal leave in lieu of FML, and continues for a 12-month period or until personal leave is depleted.

Pay Code **PMF Personal in Lieu of Family (Military) Used (BIA Only)**

Definition An employee who is the spouse, son, daughter, or parent of a service member is entitled to 12 administrative workweeks of FMLA leave during any 12-month period for any qualifying exigency arising out of the fact that the member is on active duty or has been notified of an impending order to active duty. (See Chapter 6 – Family Medical Leave.)

Regulation References 25 CFR 38.12 (1)

Eligible Employees Bureau of Indian Affairs (BIA) Educators full-time school year contract employees only

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code PMF
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Substitutions

A BIA employee may substitute some or all of their available personal leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of personal leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request personal leave.

Pay Code 083 Shore Leave Used

Definition Leave earned by employees who are regularly assigned to duty aboard an ocean ship on extended voyages. Voyages must be of no less than 7 consecutive days duration.

Regulation References 5 CFR 630, Subpart G

Eligible Employees Full-time employees regularly assigned to duty aboard an ocean ship on extended voyages

Earnings and Increments Recorded in hour increments – minimum charge is one day

Full-time employees regularly assigned to duty abroad an ocean ship on extended voyages earn shore leave at the rate of 1 day for each 15 calendar days when on a voyage of no less than 7 consecutive days duration. Shore leave is in addition to annual leave and may be accumulated without limitation.

EXAMPLE

Duration of Voyage – Days	Days Creditable Shore Leave
3	-
11	11
6	-
7	7
18	18
TOTAL 45	36 Days*

*2 days shore leave and 6 days credit toward completion of 15 creditable days.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 083
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information**Begin Date**

For an employee who is an officer or crew member, a voyage begins on the date duties are assumed aboard an oceangoing vessel to begin preparation for a voyage, in which case the employee is confined to the vessel to complete preparation before sailing. A voyage may also begin when an employee comes aboard when a voyage is in progress.

For an employee other than a crew member, the voyage begins on the date of sailing and terminates on the date the oceangoing vessel returns to a port at which the employee will disembark.

Forfeiture

Shore leave is forfeited when:

- it is not granted before separation from the service or official assignment (other than temporary detail) to a position in which the employee does not earn shore leave. (When an official assignment will result in forfeiture of shore leave, the agency to the extent administratively practicable shall give an employee opportunity to use the shore leave he had to his credit either before the assignment or not later than 6 months after the date of his reassignment when the agency is unable to grant shore leave before the assignment. Shore leave may not be paid as a lump sum payment on separation from the service).
- an employee transfers to a position in another agency for which he does not earn shore leave. (When, without a break in service, an employee transfers to a position in another agency in which he is entitled to earn shore leave, the shore leave to his credit shall be transferred to his account in his new position).

Pay Code 087 Shore Leave Creditable Days

Definition Any day aboard an oceangoing vessel on a voyage of not less than 7 consecutive days that is creditable toward accrual of shore leave will be stored until a total of 15 creditable days are reached. At that time, 1 day of shore leave will be accrued and the creditable days will be set to zero to be incremented with additional creditable days toward the next accrual.

Regulation References 5 CFR 630, Subpart G

Eligible Employees Full-time employees regularly assigned to duty aboard an ocean ship on extended voyages

Increment Recorded in hour increments – minimum charge is one day

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 087
Days	Enter hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information Reported hours will be converted to days for shore leave accrual. The pay code is an indicator to count toward accrual of shore leave and does not pay. Reference 5 CFR 630, Subpart G for additional information regarding Shore Leave.

SICK LEAVE: General Information

Sick leave is used in lieu of days/hours within a tour of duty which an employee would usually work and receive pay. Sick leave is earned and credited biweekly beginning with an employee's appointment, and may be used as soon as it is accrued.

NOTE: Leave year begins the first complete pay period in a calendar year and ends the day before the first full pay period in the following calendar year.

Using Sick Leave

An agency shall grant the use of sick leave to an employee when the employee:

- Receives medical, dental, or optical examination or treatment;
- Is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth;
- Would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease;
- Must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

Under the provisions of the Family Friendly Leave Act, PL 103-388, an agency shall grant sick leave to an employee when the employee:

- Provides care for a family member who is incapacitated by a medical or mental condition, or who receives medical, dental, or optical examination or treatment;
- Makes arrangements necessitated by the death of a family member or attends the funeral of a family member;
- Provides care for a family member with a serious health condition.

More information is available under Chapter 6: Leave, Family Friendly Leave, Reference 5 CFR 630.401.

Accrual of Sick Leave

The amount of sick leave accrued is based on the number of hours worked during a biweekly pay period. An employee must be in pay status or a combination of pay and non-pay status for the full biweekly tour of duty to earn leave. Sick leave is accrued to the employee's credit based on the type of appointment. Intermittent employees do not earn leave.

Full-time employees earn and are credited with sick leave at the beginning of each pay period at the rate of 4 hours for each full biweekly pay period. Part-time employees earn sick leave at the rate of 1 hour for each 20 hours (up to 80 hours) in pay status, including overtime.

Sick leave does not accrue:

- for any period in which a lump sum payment is made;
- when an employee is in a non-pay status for the leave year;
- when a full-time employee accumulates a total of 80 hours of LWOP within the leave year (i.e., 80, 160, 240, etc.);
- when tour of duty is not met and recorded on a timesheet.

There is no limit on the amount of sick leave that an employee may accumulate. Unused sick leave remains to an employee's credit and is available for use in succeeding years.

Firefighters and law enforcement officers who work an uncommon tour of duty over 80 hours per pay period (such as 72 hours per week, 144 hours biweekly) accrue sick leave on the ratio of an 80 hour biweekly pay period to their average biweekly tour. All days worked are considered regular work days and the employees are required to work on all holidays falling within their regularly scheduled TOD. If an employee does not work on a holiday, it is considered an absence on a regular workday and the appropriate type of leave must be charged.

Fractional Pay Periods

Sick leave does not accrue for a fractional part of a pay period unless the fractional part of the pay period immediately precedes/follows:

- a period of non-pay status when an employee is receiving disability compensation from Department of Labor;
- a transfer to an international organization with statutory reemployment rights;
- conversion from full time to intermittent employment (or vice versa);
- entrance into or return from military service;
- transfer to or from another agency when there is a change in the date of an employee's pay period.
- a contract begin date and/or end date in the middle of a pay period for a BIA CY employee with work schedule = P, Q, F, or G and contract type = B, G, H, M, Q, C, or N. (These employee's would still receive full sick leave accruals for the entire pay period as long as employee is in pay status at least one hour of the pay period. Part time employees must be scheduled at least 20 hours or greater).

Note: If an employee is hired the day after a holiday which falls on the first Monday of the pay period, or at the beginning of the pay period, full accruals will be received.

Recredit and Transfer

When an employee transfers without a break in service between positions subject to the Leave Act, the employee's sick leave account shall be certified for credit in the new position. A former employee is entitled to a recredit of sick leave regardless of the date of the employee's separation if they are reemployed in the Federal government on or after December 2, 1994, unless the sick leave was forfeited upon reemployment in the Federal government before December 2, 1994.

The sick leave balance of employees retiring under the Civil Service Retirement System (CSRS) is reported to the Office of Personnel Management for credit towards the calculation of the employee's annuity. The sick leave credited to the annuity calculation is not available for recredit should the employee accept another government position.

Employees serving with an international organization (with reemployment rights) will have sick leave recredited at the time they re-enter the Federal service.

Advance of Sick Leave (Not For Leave Share Recipients)

(The following information is for employees who are *not leave share recipients*. See pay code 03F for advanced sick leave used when employee is a current leave share recipient, and the advanced leave is unrelated to the leave share. If the advanced leave is related to the leave share, see pay codes LS1, LS3, LS5, or LS7, depending on which leave share type the employee is in, for explanation in coding.)

Be sure to post “Y” on the Advance Leave area on the T&A entry screen and indicate the number of hours and type of leave to be advanced on the “pop-up” screen. A maximum of 30 days sick leave may be advanced to the full-time employee. Reference 5 U.S. Code 6307(d). A part-time employee is entitled to advanced sick leave on a pro-rated basis. Reference 5 U.S. Code 6302(c).

In cases of disability or ailment, and when the particular situation warrants it, employees may be granted advance sick leave regardless of any annual leave to their credit providing:

- the amount of sick leave advanced may not exceed the amount required to cover the period of illness, or the amount provided by law or regulation;
- the maximum amount of sick leave advanced to the employee is 30 days (240 hours for employees with 8 hour days, 120 hours for part-time employees whose work schedule is 4 hours per day);
- the total amount of sick leave advanced to an employee serving under a limited service appointment shall not exceed the amount the employee will earn during the remainder of the appointment;

Advanced sick leave will not be granted to an employee if there is concern that the employee does not intend to return to work, or that there is only a remote possibility that the employee will return to work. Reference 48 CG 676.

Lump Sum Pay Out of Sick Leave (DOT/FAA Only)

Employees in BUS Code 0049 and with a 2nd Grade Position of I may be eligible for a sick leave pay out upon retirement (implemented in FPPS release 10.3 effective August 1, 2010).

Employees in BUS Codes 0052, 0058, 0063, 0068, 0091, 0125, 0145, 0185, and 1387 with retirement plans of K, L, or M will also be eligible for a sick leave payout upon retirement (effective April 10, 2011).

NOTE: Employees with frozen sick leave hours should have these hours subtracted from their current sick leave balance prior to calculation of payment.

Pay Code 030 Sick Leave Used

Definition Paid time off earned and granted to employees for specific purposes. See Chapter 6 – Sick Leave – General Information for reasons.

Regulation References 5 CFR 630

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 030
Advance Leave	Y*
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

*If advancing sick leave, post “Y” on the Advance Leave area on the T&A entry screen and indicate the number of hours and type of leave to be advanced on the “pop-up” screen. A maximum of 30 days sick leave may be advanced to a full-time employee. A part-time employee is entitled to advanced sick leave on a pro-rated basis.

Agency Uniques **DOT:** Department of Transportation employees may record leave in 1 minute increments.

Additional Information Payable Rate

Employees paid per hour (Pay Plans WB, WG, WL, WS, WT, WW) and who receive a shift or night differential in addition to a base rate as a part of the unscheduled TOD will receive sick leave pay which reflects the base rate plus the differential.

Employees paid per annum (Classified Pay Plans AD, EC, ED, EF, EH, EX, FC, GG, GS, SR, ST) with a regularly scheduled TOD which includes night differential may receive night differential for a period of paid leave if the total biweekly paid

leave hours is less than 8 hours.

**More than 3
Days Absence**

For absences of more than 3 days, a medical certificate completed by a physician, or other evidence administratively acceptable may be required.

**Part-time
Employees**

For part-time employees, leave is charged only for absences occurring during the hours and on the days scheduled for duty. Leave may not be charged for absences on legal holidays (except in cases of firefighters or law enforcement officers).

**Sick Leave
During Annual
Leave**

An agency may grant sick leave during a period of annual leave or to become eligible for donated leave. Reference 5 U.S. Code 630.405.

Pay Code

034 Sick Leave in Lieu of FECA Used

Definition

An employee who is injured on the job or sustains a job-related disability caused by an occupational disease or illness may elect to use sick leave, during or after completion of the 45-day continuation of pay (COP) status, in order to avoid possible interruption of income. FECA compensation under The Department of Labor is not paid while an injured or disabled employee receives COP or paid leave.

Regulation References

20 CFR 10.202 and 10.310

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 034
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

**Buy Back
Of Leave**

If an employee elects to take leave and the claim for compensation is subsequently approved, the employee may arrange with the employing agency to buy back the leave used and have the leave reinstated. Reference 20 CFR 10.202 and 10.310.

Pay Code 038 Sick Leave in Lieu of Adoption Used

Definition Sick leave may be used when the employee must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

Regulation References 5 CFR 630.401 (6)

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 038
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code**BOU Bone Marrow Donor Leave Used****Definition**

(Change to Bone Marrow only implemented in FPPS version 10.01, Effective April 11, 2010.) Time off from regularly scheduled duty up to 7 days each calendar year shall be granted for an employee serving as a bone marrow donor. This is in addition to sick or annual leave an employee is entitled to use. The law provides that an employee is entitled to use this leave without loss of or reduction in pay, leave to which otherwise entitled, credit for time or service, or performance or efficiency rating.

Regulation References

5 USC 6327

Eligible Employees

Full and part-time employees

Earning and Increment

The system will allow up to 7 days in a calendar year to be coded to pay code BOU. Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code BOU
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code

ODU Organ Donor Leave Used

Definition

(New pay code implemented in FPPS version 10.01; Effective April 11, 2010.) Time off from regularly scheduled duty up to 30 days each calendar year shall be granted for an employee serving as an organ donor (time allowed for organ donation). This is in addition to sick or annual leave an employee is entitled to use. The law provides that an employee is entitled to use this leave without loss of or reduction in pay, leave to which otherwise entitled, credit for time or service, or performance or efficiency rating.

Regulation References

5 USC 6327

Eligible Employees

Full and part-time employees

Earning and Increment

The system will allow up to 30 days in a calendar year to be coded to pay code ODU. Recorded in 15 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code ODU
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **SFA Sick in Lieu of Family (Adopt) Used**

Definition An employee may substitute sick leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for the adoption or foster care of a child.

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code SFA
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The SFA (FMLA) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists) in accordance with FMLA policy, even if all 12 workweeks have not been taken at the time and/or additional sick leave is available.

Pay Code

SFB Sick in Lieu of Family (Birth) Used

Definition

If an employee is otherwise eligible for sick leave, such sick leave may be substituted for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for the birth of a child of the employee and the initial care of the child consistent with current law and regulations governing the granting and use of sick leave.

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code SFB
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

The SFB (FMLA) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FMLA policy, even if all 12 workweeks have not been taken at the time and/or additional sick leave is available.

Pay Code SFS Sick in Lieu of Family (Medical Self) Used**Definition**

An employee may substitute sick leave consistent with current law and regulations governing the granting and use of sick leave for any or all of the total of 12 administrative workweeks of unpaid leave during any 12-month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their positions.

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code SFS
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

The SFS (FMLA) entitlement begins with the date the employee first takes sick leave in lieu of FMLA and continues for a 12-month period in accordance with FMLA policy, even if all 12 workweeks have not been taken at that time and/or additional sick leave is available.

Pay Code **SIF Sick in Lieu of Family (Military Injury) Used**

Definition An employee who is the spouse, son, daughter, parent, or next of kin of a service member seriously injured while on active military duty is entitled to 26 administrative workweeks of FMLA leave during any 12-month period in order to care for the service member.

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code SIF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information An employee may substitute some or all of their available sick leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of sick leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request sick leave.

Pay Code SMF Sick in Lieu of Family (Military) Used**Definition**

An employee who is the spouse, son, daughter, or parent of a service member is entitled to 12 administrative workweeks of FMLA leave during any 12-month period for any qualifying exigency arising out of the fact that the member is on active duty or has been notified of an impending order to active duty. (See Chapter 6 – Family Medical Leave.)

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code SMF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

An employee may substitute some or all of their available sick leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of sick leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request sick leave.

Pay Code 211 Vacation Leave Used (BIA ONLY)

Definition Eligible employees are granted a pre-approved paid absence from work to be used for personal and vacation reasons. Leave is pre-credited on the effective date of the contract.

Regulation References 5 CFR 38.12

Eligible Employees This pay code is authorized for BIA Educators, Contract types A, C, or G with Pay Plan CE, full or part-time, year-long contract employees only, where the contract exceeds 24 weeks.

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 211
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Full-time Employees

Full-time employees are authorized vacation hours on a per year basis as follows:

Years of Federal Employment	Hours Available
1 to 2	120
3 to 5	160
6 or more	200

The supervisor will determine when vacation leave may be used.

Vacation leave is credited to a full-time employee on the day following his or her date of employment provided the length of the contract exceeds 24 weeks. Vacation leave may not be accumulated in excess of 200 hours from year to year.

**Part-time
Employees**

Part-time employees are authorized vacation hours on a per year basis as follows:

Years of Federal Employment	Hours Available
1 to 2	64
3 to 5	80
6 or more	104

The supervisor will determine when vacation leave may be used.

Vacation leave is credited to a part-time employee on the day following his or her date of employment provided the length of the contract exceeds 24 weeks. Vacation leave may not be accumulated in excess of 104 hours from year to year.

**Billing for
Overpayment**

If 24 weeks are not fulfilled and pre-edited leave is used, the employee will be billed for the overpayment.

Pay Code 215 Vacation Leave (School) Used (BIA ONLY)

Definition Eligible employees are granted leave when school is not in Session (i.e. Spring break, the day after Thanksgiving, Winter break, etc..).

Regulation References 5 CFR 38.12

Eligible Employees This pay code is only used for Contract types B, C, or G with Pay Plan CY

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 215
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information**Full-time Employees**

Full-time employees may not exceed 136 hours of school vacation leave used in a school year.

Part-time Employees

Part-time employees who are scheduled to work in excess of 20 hours per week may not receive up to 102 hours.

Pay Code **VFB Vacation Leave in Lieu of Family (Birth) Used (BIA ONLY)**

Definition A BIA employee is entitled to substitute vacation leave consistent with current law and regulations governing the granting and use of vacation leave for FMLA during any 12-month period for the birth of a child of the employee and the initial care of the child.

Eligible Employees This pay code is authorized for BIA Educators, Contract types A, C, or G with Pay Plan CE, Full or Part-time, year-long contract employees only, where the contract exceeds 24 weeks.

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code VFB
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The VFB (FMLA) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists) in accordance with FMLA policy, even if additional vacation leave is available. If 24 weeks are not fulfilled and pre-credited leave is used, the employee will be billed for the overpayment.

Pay Code **VFF Vacation Leave in Lieu of Family (Family Illness) Used (BIA ONLY)**

Definition A BIA employee is entitled to substitute vacation leave consistent with current law and regulations governing the granting and use of vacation leave for FMLA during any 12-month period to provide care for a spouse, son, daughter, or parent of the employee who has a serious health condition.

Eligible Employees This pay code is authorized for BIA Educators, Contract types A, C, or G with Pay Plan CE, Full or Part-time, year-long contract employees only, where the contract exceeds 24 weeks.

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code VFF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The VFF (FMLA) entitlement may begin prior to or on the actual date the employee first takes vacation leave in lieu of FMLA and continues for a 12-month period in accordance with FMLA policy, even if additional vacation leave is available. If 24 weeks are not fulfilled and pre-credited leave is used, the employee will be billed for the overpayment.

Pay Code **VFS Vacation Leave in Lieu of Family (Medical Self)
Used (BIA ONLY)**

Definition A BIA employee is entitled to substitute vacation leave consistent with current law and regulations governing the granting and use of vacation leave for FMLA during any 12-month period for a serious health condition of the employee that makes the employee unable to perform the essential functions of their positions.

Eligible Employees This pay code is authorized for BIA Educators, Contract types A, C, or G with Pay Plan CE, Full or Part-time, year-long contract employees only, where the contract exceeds 24 weeks

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code VFS
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information The VFS (FMLA) entitlement begins with the date the employee first takes vacation in lieu of FMLA and continues for a 12-month period in accordance with FMLA policy, even if additional vacation leave is available. If 24 weeks are not fulfilled and pre-credited leave is used, the employee will be billed for the overpayment.

Pay Code **VIF Vacation Leave in Lieu of Family (Military Injury) Used (BIA ONLY)**

Definition An employee who is the spouse, son, daughter, parent, or next of kin of a service member seriously injured while on active military duty is entitled to 26 administrative workweeks of FMLA leave during any 12-month period in order to care for the service member.

Eligible Employees This pay code is authorized for BIA Educators, Contract types A, C, or G with Pay Plan CE, Full or Part-time, year-long contract employees only, where the contract exceeds 24 weeks.

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code VIF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information A BIA educator may substitute some or all of their available vacation leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of vacation leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request vacation leave.

Pay Code **VMF Vacation Leave in Lieu of Family (Military)
Used (BIA ONLY)**

Definition An employee who is the spouse, son, daughter, or parent of a service member is entitled to 12 administrative workweeks of FMLA leave during any 12-month period for any qualifying exigency arising out of the fact that the member is on active duty or has been notified of an impending order to active duty. (See Chapter 6 – Family Medical Leave.)

Eligible Employees This pay code is authorized for BIA Educators, Contract types A, C, or G with Pay Plan CE, Full or Part-time, year-long contract employees only, where the contract exceeds 24 weeks

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code VMF
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information A BIA educator may substitute some or all of their available vacation leave for any or all of the total of their FMLA leave. They must notify their supervisor of the intent to substitute paid time off for unpaid FMLA. Substituted paid leave counts toward the maximum number weeks of FMLA allowed within a 12-month period and is not in addition to it. A supervisor may not require an employee to substitute paid time off for FMLA. An agency may not deny the employee's right to substitute paid time off for any or all of the period of FMLA as long as the request is in accordance with governing regulations. Approval of vacation leave to substitute for FMLA comes under the same terms and conditions that apply to all employees who request vacation leave.

Chapter 7: UNPAID LEAVE**Pay Code****101 Leave Without Pay****Definition**

A temporary nonpay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. LWOP covers only those hours that an employee would otherwise work. It does not include non-pay status on days for which an employee would be paid on an overtime basis, and does not include days on which the employee is not scheduled to work. The authorization of LWOP is a matter of administrative discretion in line with the Family Leave Act. Usually, employees cannot be granted LWOP as a matter of right. Employees do have an entitlement to LWOP in the following situations:

- The Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3, February 5, 1993), provides covered employees with an entitlement to a total of up to 12 weeks of unpaid leave (LWOP) during any 12-month period for certain family and medical needs. (See 5 CFR part 630, subpart L.)
- The Uniformed Services Employment and Reemployment Rights Act of 1994 (Pub.L. 103-353) provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service. (See 5 CFR 353.106.)
- Executive Order 5396, July 17, 1930, provides that disabled veterans are entitled to LWOP for necessary medical treatment.

NOTE: Employees may not be in a pay status while receiving workers' compensation payments from the Department of Labor.

Regulation References

5 CFR 630, 5 CFR 353.106

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 101
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key, if applicable
Account Number	Enter costing account number, if applicable
Messages	Enter message code, if applicable

Additional Information

Holidays

When a holiday is surrounded by LWOP before and after, the holiday is coded as LWOP.

Effects

For a full-time employee, each accumulation of 80 hours of LWOP (or combination of LWOP and other non-pay status) in a leave year reduces the sick and annual leave accruals in the pay period in which the 80th hour of non-pay status accrues. The number of hours of leave reduced is equal to the number of leave hours earned in a pay period. If the employee is in a 6 hour leave category, and the 80th hour of non-pay status occurs in the last pay period of the calendar year, the annual leave accrual will be reduced by 10 hours, and the sick leave accrual by 4 hours. Within grade increases and other actions based on hours/days in pay status may also be affected by the LWOP hours.

OPM

The Office of Personnel Management (OPM) endorses certain standards as guidance to agencies for authorization of extended LWOP; for example, exceeding 30 days of duration and under 52 weeks except under certain conditions.

Part-time

For part-time employees, LWOP can be used to reach an employee's tour of duty, but will not be used in the calculation of accruals. Note: Part-time employees only accrue leave for hours in a pay status as long as their tour of duty is met.

Pay Code 102 Absence Without Leave (AWOL)

Definition An absence from duty which is not authorized or for which a request for leave has been denied; and for which the employee receives no pay for the period of the absence.

Regulation References 5 CFR 630

Eligible Employees Full and part-time employees

Increment Recorded in exact minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 102
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key, if applicable
Account Number	Enter costing account number, if applicable
Messages	Enter message code, if applicable

Additional Information Each accumulation of 80 hours of AWOL (or combination of AWOL and other non-pay status) in a leave year reduces the sick and annual leave accruals in the pay period in which the 80th hour of non-pay status accrues. The number of hours of leave reduced is equal to the number of leave hours earned in a pay period. If the employee is in a 6 hour leave category, and the 80th hour of non-pay status accrues in the last pay period of the calendar year, the annual leave accrual will be reduced by 10 hours, and the sick leave accrual by 4 hours. Within grade increases, and other actions based on hours/days in pay status, may also be affected by the non-pay hours.

Pay Code

103 Furlough

Definition

The placement of an employee in a temporary non-duty and non-pay status on a continuous basis (e.g., ten consecutive days) or a non-continuous basis (e.g., one day per week) due to lack of work, shortage of funds, insufficient personnel ceiling, military duty, or for other non-disciplinary reasons. An employee may be furloughed for up to one year. The one-year limit begins the day after the notice period ends and when the furlough begins.

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 103
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key, if applicable
Account Number	Enter costing account number, if applicable
Messages	Enter message code, if applicable

Additional Information

SF 50 Action

A SF-50 must be initiated for a furlough action.

Effects

Each accumulation of 80 hours of non pay status in a leave year reduces the sick and annual leave accruals in the pay period in which the 80th hour of non-pay status accrues. The number of hours of leave reduced is equal to the number of leave hours earned in a pay period. If the employee is in a 6 hour leave category, and the 80th hour of non-pay status accrues in the last pay period of the calendar year, the annual leave accrual will be reduced by 10 hours, and the sick leave accrual by 4 hours. Within grade increases, and other actions based on hours/days in pay status, may also be affected by the non-pay hours.

Appointments

Employees hired under a type of appointment referred to as “Career Seasonal”, or “Limited Year”, and employees furloughed with a “Not to Exceed” date, will be placed in the required non-pay status as determined by the client agency.

Pay Code 104 Suspension Leave Used

Definition A type of leave an employee may be placed on due to a disciplinary action.

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 104
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key, if applicable
Account Number	Enter costing account number, if applicable
Messages	Enter message code, if applicable

Additional Information**Effects**

Each accumulation of 80 hours of suspension (or combination of suspension and other non-pay status) in a leave year reduces the sick and annual leave accruals in the pay period in which the 80th hour of non-pay status accrues. The number of hours of leave reduced is equal to the number of leave hours earned in a pay period. If the employee is in a 6 hour leave category, and the 80th hour of non-pay status accrues in the last pay period of the calendar year, the annual leave accrual will be reduced by 10 hours, and the sick leave accrual by 4 hours. Within-grade increases, and other actions based on hours/days in pay status may also be affected by the non-pay hours.

Pay Code **10A Leave Without Pay in Lieu of Family (Adopt) Used**

Definition An employee is entitled to a total of 12 administrative workweeks of unpaid leave during any 12-month period for the adoption or foster care of a child. Employees may substitute leave without pay for this occurrence, instead of a paying code (e.g., annual leave or sick leave).

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 10A
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key, if applicable
Account Number	Enter costing account number, if applicable
Messages	Enter message code, if applicable

Additional Information The 10A (FMLA) entitlement may begin prior to or on the actual date of adoption or foster care, and expires no later than 12 months after the date of adoption (unless a serious health condition exists), even if all 12 workweeks have not been taken at that time.

Pay Code **10B Leave Without Pay in Lieu of Family (Birth) Used**

Definition An employee is entitled to a total of 12 administrative workweeks of unpaid leave during any 12-month period for the birth of a child of the employee and the initial care of that child. Employees may substitute leave without pay for this occurrence, instead of a paying code (e.g., annual leave or sick leave).

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 10B
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key, if applicable
Account Number	Enter costing account number, if applicable
Messages	Enter message code, if applicable

Additional Information The 10B (FMLA) entitlement may begin prior to or on the actual date of birth, and expires no later than 12 months after the date of birth (unless a serious health condition exists), even if all 12 workweeks have not been taken at that time.

Pay Code **WMF Leave Without Pay in Lieu of Family (Military) Used**

Definition An employee is entitled to 12 administrative workweeks of leave without pay for FMLA leave during any 12-month period for any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of an employee is on active duty (or has been notified of an impending order to active duty). (See Chapter 6 – Family Medical Leave.)

Eligible Employees Full and part-time employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code WMF
Days	Enter hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key, if applicable
Account Number	Enter costing account number, if applicable
Messages	Enter message code, if applicable

Chapter 8: PREMIUM PAY**Pay Code****810 ADMINISTRATIVELY UNCONTROLLED OVERTIME/STANDBY****Definition**

Employees who are compensated by payment of annual premium pay under 5 U.S. Code 5545(c)(1)(Standby), may not be compensated by overtime pay except for irregular, unscheduled overtime duty in excess of his/her regularly scheduled weekly tour.

Employees under 5 U.S. Code 5545(c)(2)(Administratively Uncontrollable Overtime [AUO]) can be paid for regularly scheduled overtime (Pay Code 110).

Pay Code 810 **does not pay** but must be posted on the Time and Attendance report to identify the hours worked under Standby or AUO by the nonexempt employee so these hours can be included in the FLSA calculation.

Regulation References

5 USC 5545(c)(1), 5 USC 5545(c)(2)

Eligible Employees

Full and part-time employees

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 810
Days	None – leave blank
Key	Enter costing key, if applicable
Account Number	Enter costing account number, if applicable
Messages	Enter message code, if applicable

Overtime Pay: General Information

FPPS is designed to pay overtime in periods of 1 minute or multiples thereof. Overtime is paid for work in excess of 8 hours per day or 40 hours per week that is officially ordered or approved and performed by the employee. Leave with pay during an employee’s tour of duty will not negate the employee’s right to overtime work in excess of 8 hours in 1 day.

Usually, requests for overtime are approved in writing by individuals designated by the employing client office. Except in the case of an emergency, overtime is usually authorized in advance. Authorizations should remain on file with the daily T&A reports in the client office until an audit has been performed by the General Accounting Office, or for 6 years (or as determined by the client agency’s records disposition guidelines) if no on-site audit has been performed.

The aggregate salary limitation applies to specific types of pay as follows:

TYPE OF PAY LIMIT	MAXIMUM LIMIT	REFERENCE
Biweekly limitation on premium pay (See note 1.)	Greater of biweekly rate for GS-15, step 10, OR level V of the Executive Schedule	5 USC 5547(a) and 5 CFR 550.105
Annual limitation on premium pay for emergency work or for work critical to the mission of an agency (See note 2.)	Greater of annual rate for GS-15, step 10, OR level V of the Executive Schedule	5 USC 5547(b)(1) and (b)(2), and 5 CFR 550.106 and 550.107
Aggregate limitation on pay (See notes 3 and 4.)	Level I of the Executive Schedule	5 USC 5307 and 5 CFR 530.203

NOTES

1. Section 1114 of Public Law 107-107 (December 28, 2001) amended 5 USC 5547, effective on the first day of the first pay period beginning on or after April 27, 2002. On April 19, 2002, OPM issued interim regulations implementing this new law and revising 5 CFR 550.105 - .107. See fact sheet on “Biweekly Caps on Premium Pay.” (See notes 2 and 3 for exceptions to this rule.)
2. In certain emergency of mission-critical situations, and agency may apply an annual premium pay cap instead of a biweekly premium pay cap, subject to conditions provided in law and regulation. (See 5 USC 5547(b) and 5 CFR 550.106 - 550.107.)
3. An employee may not receive any portion of any allowance, differential, bonus, award, or other similar payment under title 5, USC, in any calendar year, which when combined with the employee’s basic pay would cause the employee’s aggregate compensation (including premium pay) to exceed the rate for level I of the Executive Schedule at the end of the calendar year. See 5 CFR 530.202 for definitions of “basic pay” and “aggregate compensation.”

4. Section 1322 of the Homeland Security Act (Public Law 107-296, November 25, 2002) provides that the aggregate pay limitation established in 5 USC 5307 for SES and SL/ST employees in an agency may be the total annual compensation payable to the Vice President under 3 USC 104 if OPM, with the concurrence of the Office of Management and Budget (OMB), certifies that the agency has a performance appraisal system that makes meaningful distinctions based on relative performance. OPM and OMB will issue regulations and guidance on the requirements for obtaining certification of agency performance appraisal systems. Until an agency's performance appraisal system has been certified under the new regulations, the aggregate limitation on pay for all employees will remain at the rate for level I of the Executive Schedule (\$171,900 in 2003). The overall rules for administering the aggregate pay limitation may be found at 5 CFR part 530, subpart B.

The aggregate salary limitation does not apply to specific types of pay and status as follows:

- Wage Grade employees. Reference 5 USC 5541(2)(xi)
- Hazard pay differential. Reference 5 USC 5547
GS employees are still under the GS-15, Step 10 maximum, for annual salary
- Employees who are non-exempt under the Fair Labor Standards Act (FLSA)

Performing different work for a temporary period of time (5 CFR 551.211)

Temporarily assigned duties may require a change in an employee's FLSA exemption status.

To determine if a temporary change in exemption status is required, the agency must look at the temporary assignment over a specific span of time and determine if the exemption status of the primary duties of that assignment are different from the employee's regular exemption status.

The specific span of time required for a temporary exemption status change depends on whether an emergency exists or not.

- In an emergency, the exemption status of an employee must be determined on a workweek basis
- In a non-emergency, the exemption status of an employee must be determined for more than 30 consecutive calendar days—the "30-day test"

In any case, the agency must look at whether or not the primary duties of the temporary assignment are different in exemption status from the employee's regular exemption status.

- A nonexempt employee remains nonexempt unless the primary duties for the period of temporary work are exempt for the applicable span of time
- An exempt employee must be considered nonexempt for the entire period of temporary duties if the primary duties for the period of temporary work are not exempt for the applicable span of time

Use **any one** of the following tests for determining whether the duties are “primary duties” (5 CFR 551.104):

- The duties constitute over 50 percent of the employee’s work, or
- The duties constitute a substantial, regular part of the work assigned and performed, or
- The duties are the reason for the existence of the assigned position, or
- For exempt status, the work is clearly exempt by design—based on the frequency of exercising discretion and independent judgment in significant decisions. (5 CFR 551.206)

FLSA exempt means not covered by the minimum wage and overtime provisions of the Act.

Overtime Hourly Rate Cap on Exempt Employees

Type of Employee	If an employee works in excess of...	The overtime compensation is...
Full-time having a Regular schedule	8 hours a day OR 40 hours a week	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a GS-10 Step 1, unless the employee’s hourly rate exceeds the GS-10, Step 1 overtime rate, then the employee’s hourly rate becomes the overtime rate.
Full-time having a Compressed OR Flexible schedule	8 hours a day OR over the established regular tour	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a GS-10 Step 1, unless the employee’s hourly rate exceeds the GS-10, Step 1 overtime rate, then the employee’s hourly rate becomes the overtime rate.
Firefighter	53 hours a week OR 106 hours in a pay period	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a GS-10 Step 1, unless the employee’s hourly rate exceeds the GS-10, Step 1 overtime rate, then the employee’s hourly rate becomes the overtime rate.
Criminal Investigator	42¾ hours a week OR 85½ hours in a pay period	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a GS-10 Step 1, unless the employee’s hourly rate exceeds the GS-10, Step 1 overtime rate, then the employee’s hourly rate becomes the overtime rate.
Law Enforcement Officer (LEO)	8 hours a day/40 hours a week OR over the established regular tour	1½ times the hourly rate, not to exceed 1½ times the hourly rate of a LEO, GS-10, step 1, unless the employee’s hourly rate exceeds the LEO’s GS-10, step 1 rate, then the employee’s hourly rate becomes the overtime rate.

Pay Code 110 Overtime Regular

Definition Pay for hours of work officially ordered or approved in excess of 8 hours in a day or 40 hours in an administrative workweek. Leave with pay during an employee's tour of duty will not negate the employee's right to overtime work in excess of 8 hours in 1 day.

Regulation References 5 USC 55

Eligible Employees All employees except Premium Class 09 and certain Presidio Trust employees (see "Agency Uniques").

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 110
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is worked (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **PT:** Presidio Trust employees who have pay plan AD, salary equal to or greater than GS/15/10 and salary ID table equal to 20574 are not eligible to receive payment for overtime worked.

Additional Information
Non Exempt

Overtime for non-exempt employees is paid under the Fair Labor Standards Act (FLSA) and is one and one-half times the basic hourly rate. The FLSA may increase if additional premiums are worked by an employee. The FLSA overtime is not subject to an hourly cap.

Exempt

Overtime for GS-Exempt employees (referred to as Title 5 Overtime) is paid at one and one-half times the basic hourly rate where the rate of pay does not exceed the minimum scheduled overtime rate of a GS-10, Step 1. If an employee's overtime rate exceeds the GS-10, Step 1 overtime rate, the employee's hourly rate becomes the overtime rate.

Pay Code

111 Overtime, Callback

Definition

An employee required to return to their place of employment after arriving home, or called into work on a non-workday is entitled to a minimum of 2 hours overtime, regardless whether the employee remains on duty for 2 hours or not. (These hours can be compensated in money or compensatory time off as requested by the employee).

Regulation References

5 USC 5542 and 5 USC 5547, 5 CFR 550.101-113
For wage employees, see 5 USC 5544 and 5 CFR 532.503

Eligible Employees

All employees except Premium Class 09

Increment

May be recorded in one minute increments – see agency guidelines. Code the number of hours and minutes of overtime callback actually worked. If the actual time worked is less than 2 hours, FPPS will generate the additional time to equal 2 hours of pay.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 111
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00). If less than two hours, the system will generate the additional time up to two hours.
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Rate of Pay

This overtime is paid at the same rate as the rate of regular overtime for the employee.

Pay Code 113 Overtime Emergency (For Use with Exempt Employees ONLY)

Definition Overtime pay paid at true time-and-one-half for exempt employees working on emergency fire suppression activities and NTSB incident investigations.

Regulation References 5 USC Section 5542(a) Public Law 106-558

Eligible Employees All exempt employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 113
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

**Additional Information
Caps/Maximums**

Use of pay code 113 will automatically override the biweekly maximum pay allowed. Emergency Overtime is subject to the annual salary cap.

Pay Code 116 Overtime Paid at Regular Rate

Definition Overtime cannot be paid at a rate greater than straight time if it is not in excess of 8 hours per day or 40 hours per week. This situation usually occurs when periods of non-pay and overtime occur on the same day or during the same week.

Regulation References 5 CFR part 551

Eligible Employees All employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 116
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

**Additional Information
Substitution
of Leave**

This pay code is not to be used for reporting hours which are a part of the employee’s scheduled tour of duty or for any hours which are truly regular work hours (as with a part-time employee who works additional hours/days, but still does not exceed 8 hours of work each day or 40 hours of work each week). Use the following tables to decide whether to substitute overtime hours for unpaid leave hours.

OVERVIEW OF SUBSTITUTING OVERTIME FOR UNPAID LEAVE (LWOP, AWOL, SUSPENSION)

AWS C, F, or N (WEEKLY CALCULATION)

If an employee takes unpaid leave...	AND works...	THEN the timekeeper	USES hours code
During a week	Overtime on a non-workday during the same week.	Must substitute the overtime for the number of hours of the unpaid leave. (Note: Overtime (110) is still paid on hours over daily tour of duty).	116
During a day	Overtime on the same day	Must substitute the overtime for the number of hours of the unpaid leave.	116
One day	Overtime over their TOD on another day	Cannot substitute the overtime for the unpaid leave. Employee receives full overtime pay.	110
One week	Overtime in a different week	Cannot substitute the overtime for the unpaid leave. Employee receives full overtime pay.	110

AWS A, M, R, or T (BIWEEKLY CALCULATION)

If an employee takes unpaid leave...	AND works...	THEN the timekeeper	USES hours code
In the pay period	Overtime on a non-workday during the pay period.	Must substitute the overtime for the number of hours of the unpaid leave.	116
During a day	Overtime on the same day	Must substitute the overtime for the number of hours of the unpaid leave.	116
One day	Overtime over their TOD on another day	Cannot substitute the overtime for the unpaid leave. Employee receives full overtime pay.	110

If a part-time employee works on a non-workday, and the 40/80 alternative work schedule (AWS) has not been met, use pay code 010 instead of 116. Once the 40/80 AWS has been met, then use pay code 110.

Pay Code	117 Overtime, FLSA
Definition	Calculates FLSA only for travel associated with training.
Regulation References	5 USC 5542(b)(2) and 5 CFR 550.112(g)
Eligible Employees	BB/BL Pay Plans only
Increment	May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 117
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 118 Overtime, Meal Breaks

Definition Overtime that is authorized for meal breaks during certain periods of work days as specified by general labor agreement. This overtime is paid at the same rate as the rate of regular overtime for the employee

Regulation References 5 CFR part 551

Eligible Employees All employees except Premium Class 09

Increments May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 118
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **11U Overtime Regularly Scheduled (Part of Tour of Duty)**

Definition Overtime hours worked as a part of their regularly scheduled tour of duty. The employee’s pay rate for this type of overtime is the same as the rate paid for unscheduled overtime.

Regulation References 5 CFR part 550

Eligible Employees All employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 11U
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Example

An employee who is regularly scheduled to work 8 hours a day, 5 days a week, may be requested to work 10 hours a day (8 hours regular time and 2 hours of overtime).

Pay Code 120 Overtime, Holiday

Definition Work performed on a holiday that does not fall within the employee's regular tour of duty. Overtime work performed on a holiday is paid at the same rate that the employee receives for overtime work on other days (see pay code 100 for GS employees).

Regulation References 5 CFR part 551

Eligible Employees *Only for Wage Board employees*, except Premium Class 09 – Intermittent employees are eligible for Overtime - Holiday after completing 8 hours of regular work on a holiday. Paid according to union agreements.

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 120
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 121 Overtime, Sunday

Definition Work performed on a Sunday that does not fall within the employee’s regular tour of duty. Overtime work performed on a Sunday is paid at the same rate that the employee receives for overtime work on other days.

Regulation References 5 CFR part 551

Eligible Employees *Only for Wage Board employees* except Premium Class 09 and FAA BUS code 0064 employees (including part time)– Intermittent employees are eligible for Overtime - Sunday after completing 8 hours of regular work on a Sunday. Paid according to union agreements. FAA BUS code 0064 employees receive 25% of their hourly basic pay rate.

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 121
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 122 Overtime, Sunday Callback

Definition An employee required to return to their place of employment on Sunday after arriving home, or called into work on a Sunday, which is a non-workday, is entitled to a minimum of 2 hours overtime, regardless whether the employee remains on duty for 2 hours or not.

Regulation References 5 CFR 550

Eligible Employees *Only for Wage Board employees* except Premium Class 09 – Intermittent employees are eligible for Overtime - Sunday Callback after completing 8 hours of regular work on a Sunday. Paid according to union agreements.

Increment May be recorded in one minute increments – see agency Guidelines. Code the number of hours and minutes of overtime Sunday callback actually worked. If the actual time worked is less than 2 hours, FPPS will generate the additional time to equal 2 hours of pay.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 122
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00). If less than two hours, the system will generate the additional time up to two hours.
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

**Additional Information
Wage Board**

Certain wage board employees paid under union agreement may be paid Sunday overtime at a different rate. See union agreement for additional information.

Pay Code

124 Overtime Excess Over 8 Hours

Definition

Employees with regularly scheduled tours of duty over 8 hours in a day (exclusive of compressed work schedules) are entitled to receive overtime pay for the hours worked over 8. For example, an employee who takes leave for all or part of a day or who is excused from work on a holiday, and does not perform work in excess of 8 hours in a day, is not entitled to overtime for hours normally worked in excess of 8. This pay code is used to identify the excess over 8 hours for pay purposes only, and will pay an additional half-time rate.

An employee, whether FLSA-exempt or nonexempt, whose rate of basic pay exceeds GS-10, Step 1, (including any applicable locality rate or special rate), or who is engaged in professional or technical engineering, or in scientific activities, does not receive overtime pay until he or she completes a full 40 hours of work. Reference 5 USC 5542(a). However, an employee who has been placed on a first 40 hour tour, is entitled to overtime pay for hours worked in excess of eight hours in a day providing his or her rate of basic pay is equal to or less than GS-10, step 1

Regulation References

5 CFR 550

Eligible Employees

All employees except Premium Class 09

Increment

May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 124
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 125 Overtime Non Workday Rotating Shift

Definition Overtime pay on a non-workday computed on the average rate of basic pay for all regularly scheduled shifts worked by the employee during the basic work week.

Regulation References 5 CFR 550

Eligible Employees Prevailing rate employees (FWS or negotiated contract) except Premium Class 09 with regularly scheduled rotating tours of duty which include 2 or 3 shifts in the same week.

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 125
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 12A Overtime, Scheduled Holiday Not Worked**Definition** Scheduled holiday overtime hours not worked.**Regulation References** 5 CFR 550**Eligible Employees** All employees**Increment** May be recorded in one minute increments – see agency guidelines**Coding Requirements**

Field	Requirement
Pay/Hours Code	Enter pay code 12A
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 140 Sunday Premium

Definition Non-overtime work performed by an employee during a regularly scheduled daily tour of duty when any part of that daily tour of duty is on a Sunday. For any such tour of duty, not more than 8 hours of work are Sunday work, unless the employee is on a compressed work schedule, in which case the entire regularly scheduled daily tour of duty constitutes Sunday work.

Regulation References 5 USC 5546

Eligible Employees Classified and hourly employees– full and part-time schedules (except Premium Class 09). See Agency Uniques.

Earnings Additional pay equal to 25% of the employee’s regular hourly rate of basic pay

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 140. This pay code must be accompanied with the regular hours worked pay code (ex: 010).
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **FAA:** For employees of FAA covered under Bargaining Units 0053, 0061, or 1545, the system will pay the Sunday premium at 25% of the employee’s regular rate for overtime or compensatory hours worked in excess of the assigned shift hours, retroactive to October 1, 2009. Employees (including part-time) under Pay Plan AT, BUS Code 0049 and with a 2nd Grade Position of I are eligible for Sunday Premium pay for **all hours worked** on Sunday (implemented in FPPS release 10.3).

Employees in BUS Codes 0052, 0058, 0063, 0068, 0091, 0125, 0145, 0185, and 1387 (including part time) are entitled to Sunday Premium Pay only for all assigned shift hours (effective April 10, 2011).

Additional Information**Exclusions**

Sunday premium is not paid for (exceptions see Agency Uniques):

- Employees receiving Standby pay
- Continuation of Pay – FECA
- Overtime work
- Any period when no work is performed, including holidays and periods of paid leave, excused absence with pay, compensatory time off, credit hours, or time off as an incentive or performance award.

Maxiflex

For employees on a Maxiflex work schedule, not more than 8 hours are Sunday work.

Part-time Employees

(Implemented pay period 2009-10, Effective 5/26/2009)
Employees who are on a part-time work schedule and regularly scheduled to work on Sundays are entitled to receive Sunday premium pay. The premium pay calculates as above: multiply the base rate by 25%. Sunday premium cannot exceed regular hours.

Note: Part-time work schedule codes are P (part time), Q (part-time seasonal), S (part-time job sharer), and T (part-time seasonal job sharer)

Aggregate Pay

Sunday premium pay is paid only to the extent that it does not cause the aggregate pay to exceed the current biweekly maximum payable.

Effect of Leave Hours on Sunday

The compensation provisions resulting from the enactment of the Treasury and General Government Appropriations Act, 1998 (Public Law 105-61, October 10, 1997) provides for a permanent restriction on the payment of Sunday premium pay for all employees who do not actually perform work on Sunday, including General Schedule and Prevailing Rate (wage) employees. Reference Section 636 of the Act.

This provision has the effect of prohibiting the payment of Sunday premium pay to employees during ANY period when no work is performed, including holidays, periods of paid leave, military leave, continuation of pay, excused absence with pay, compensatory time off, credit hours used, or time off as incentive or performance award.

Multiple Days

Any shift that begins or ends on a Sunday should be coded to Sunday Premium. Sunday Premium possibly could be coded on Saturday, Sunday, or Monday.

Pay Code 150 Premium Penalty Pay Compensate, Half Time

Definition Half time pay granted to hourly employees as a result of changes in their regular work schedules or tours of duty. The amount to be paid is in accordance with negotiated contracts, and is paid in addition to regular pay.

Eligible Employees Hourly employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 150
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 151 Premium Penalty Pay Compensate, Full Time

Definition Full time pay granted to hourly employees as a result of changes in their regular work schedules or tours of duty. The amount to be paid is in accordance with negotiated contracts, and is paid in addition to regular pay.

Eligible Employees Hourly employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 151
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **152 Premium Penalty Pay Compensate, Time and A Half**

Definition Time and a half pay granted to hourly employees as a result of changes in their regular work schedules or tours of duty. The amount to be paid is in accordance with negotiated contracts, and is paid in addition to regular pay.

Eligible Employees Hourly employees except Premium Class 09

Increment May be recorded in one minute increments see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 152
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 153 Premium Penalty Pay Not Worked, Compensate Half Time

Definition Penalty pay for all hours not worked must be identified in order to adequately compute overtime entitlements under FLSA. The entitlement is in accordance with negotiated contracts.

Eligible Employees Hourly employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 153
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 155 Premium Penalty Pay Not Worked, Compensate Time and A Half

Definition Penalty pay for all hours not worked must be identified in order to adequately compute overtime entitlements under FLSA. The entitlement is in accordance with negotiated contracts.

Eligible Employees Hourly employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 155
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **156 Overtime/Holiday, Scheduled, Not Worked Compensate, Time and A Half**

Definition Hours that were scheduled for work as overtime or at holiday premium rate, then were canceled, but employee not notified of the cancellation until after the close of working hours on the previous day.

Regulation References 5 CFR 550

Eligible Employees Wage board employees (except Premium Class 09) when specified in their negotiated contract

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 156
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 157 Premium Penalty Pay Compensate, Double Time

Definition Double time pay granted to hourly employees as a result of changes in their regular work schedules or tours of duty. The amount to be paid is in accordance with negotiated contracts, and is paid in addition to regular pay.

Eligible Employees Hourly employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 157
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code 158 Premium Penalty Pay Not Worked, Double Time

Definition Penalty pay for all hours not worked must be identified in order to adequately compute overtime entitlements under FLSA. The entitlement is in accordance with negotiated contracts.

Eligible Employees Hourly employees except Premium Class 09

Increment May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 158
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **CIC Premium, Controller in Charge (FAA Only)**

Definition Hours paid to Air Traffic Controllers for time in charge while the supervisor is out of the control room and is not available.

Eligible Employees Air Traffic Controllers in the Federal Aviation Administration (FAA) only. Employees under pay plans AT and FG occupying Series 2152 are eligible to receive Controller in Charge Premium. Air Traffic Controllers must be area certified for at least six (6) months and be operationally current to receive CIC.

Increment May be recorded in one minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code CIC
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Earning Rate

Paid at the rate of 10 % of the applicable hourly rate of basic pay times the minutes and or hours worked by the Air Traffic Controller assigned to CIC duties. CIC is paid in addition to any other premium pay such as overtime, night differential, Sunday premium, and hazard pay differentials and is used in the total compensation calculated for Title 29 FLSA calculations.

Pay Code **MTP Meal Time Pay (FAA Only)**

Definition Payment at the rate of 50% of half the basic hourly rate for a missed 30-minute meal break.

Eligible Employees FAA Air Traffic Controllers whose work schedule is such that an they cannot be released for an uninterrupted 30-minute meal break during the fourth through sixth hours of an eight-hour shift.

Increment Recorded in one minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code MTP
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code

RPP Premium, Regular Pay (DOT Only)

Definition

The Department of Transportation (DOT) pays Regular Premium Pay (RPP) to full-time and part-time employees with an 8-hour per day tour of duty who work more than 8 hours on any given day as follows:

*Exempt employees whose regular rate of pay is less than their overtime rate receive the difference between the overtime rate and the regular rate for hours over 8 in a day if they are not on an alternative work schedule or a flexible schedule with an 8-hour daily check.

*Exempt employees whose regular rate of pay is greater than their overtime rate are paid at regular rate for hours over 8 in a day if they are not on an alternative work schedule or a flexible schedule with an 8-hour daily check.

*Non-Exempt employees who work more than 8 hours per day are paid at their overtime rate for hours greater than 8, including FLSA.

Eligible Employees

DOT full-time and part-time employees (see above) except Premium Class 09

Increment

Recorded in one minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code RPP
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

RPP hours are counted as regular hours for meeting the basic tour of duty. Employees on a flexible alternative work schedule with a week or a biweekly check and employees on a compressed alternative work schedule do not receive RPP.

Pay Code RSP Remote Sight Pay (FAA Only)**Definition**

The Federal Aviation Administration currently offers Remote Site Pay (RSP) at 10% of base pay for employees located at eligible facilities.

The implementation of the Alaskan Region Rotational Staffing Plan in the FY-95 Department of Transportation Appropriation Act allows employees and their families to live in the larger metropolitan areas of Alaska. Employees assigned to the rotational crews periodically rotate out to work at air traffic facilities located in the remote bush areas of Alaska.

Eligible Employees

FAA full-time and part-time employees located at eligible remote sight facilities

Increment

Recorded in one minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code RSP
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code **SPM Straight Pay Meal**

Definition Paid time spent eating meals for employees with standby or on-call status.

Eligible Employees Federal Wage System employees who are on standby or on-call status. Not allowed for employees who receive annual premium pay for regularly scheduled standby premium (pay code 190), availability pay (pay code EAP), or administratively uncontrollable overtime pay (pay code 180).

Increment Recorded in 30 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code SPM
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Pay Rate

Meal time is paid at the straight base rate.

Pay Code

TOC Overtime, True, Callback (FAA Only)

Definition

An FAA employee required to return to their place of employment after arriving home, or called into work on a non-workday is entitled to a minimum of 2 hours of overtime paid at 1 ½ times the actual hourly rate, regardless whether the employee remains on duty for 2 hours or not. FAA employees, with the exception of pay plans FG and FM, do not have an hourly or biweekly cap for true overtime earned.

Eligible Employees

FAA bargaining unit employees

Increment

May be recorded in one minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code TOC
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00). If less than two hours, the system will generate the additional time up to two hours
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

Rate of Pay

This overtime is paid at the true overtime rate of 1 ½ times the actual hourly rate, even though the employee may be a Fair Labor Standards Act (FLSA) exempt employee.

Pay Code **TOT Overtime, True (FAA Only)****Definition**

Pay for hours of work officially ordered or approved in excess of 8 hours in a day or 40 hours in an administrative workweek. Employee earns true overtime at 1 ½ times the actual hourly rate, even though they may be Fair Labor Standards Act (FLSA) exempt employees. FAA employees, with the exception of pay plans FG and FM, do not have an hourly or biweekly cap for true overtime earned.

Eligible Employees

FAA bargaining unit employees

Increment

May be recorded in one minute increments – see agency guidelines

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code TOT
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Chapter 9: REGULAR HOURS WORKED**Pay Code 010 Regular Time**

Definition Hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

Regulation References 5 CFR 550

Eligible Employees All employees

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 010
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is worked (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information
Tours Beginning
And Ending on
Separate Days

Tours that begin one day and end on the following day should be entered on the day the tour began.

Pay Code 012 Regular Time, Paid at Time and a Half

Definition Hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek paid at the rate of time and a half the employee's base rate.

Eligible Employees All Wage board employees whose salary is determined by a negotiated contract

Increment Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 012
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is worked (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code**LRD Labor Relations, Dispute Resolution****Definition**

Official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the Merit Systems Protection Board, Federal Labor Relations Authority, and Equal Employment Opportunity Commission and, as necessary, to the courts.

Regulation References

5 CFR 550

Eligible Employees

Full and part-time employees

Increment

Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LRD
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Pay Code	LRM Labor Relations, Mid-term Negotiations
Definition	Official time used to bargain over issues raised during the life of a term agreement.
Regulation References	5 CFR 550
Eligible Employees	Full and part-time employees
Increment	Recorded in 15 minute increments

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code LRM
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is worked (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Chapter 10: TIME OFF AWARD**Pay Code 30C Time Off Award Used**

Definition Awards granted to employees in the form of time off from work without loss of pay or charge to leave. Agencies can use time-off awards to recognize employee accomplishments, or as incentives to achieve specific performance goals. Employees who have received a Time Off award may use the awarded hours to complete their regularly scheduled tour of duty.

Regulation References 5 CFR 451.106(f)

Eligible Employees Full and part-time employees. Time Off Awards cannot be given to or used by employees who are on intermittent work schedules or members of the Senior Executive Service.

Increment Recorded in 15 minute increments (see Agency Uniques)

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code 30C
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is used (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Agency Uniques **DOT:** Department of Transportation employees' time can be recorded in 1 minute increments

PDS: Public Defender Service employees must use award within one year

Additional Information

Usage Date	The date, if any, by which Time Off awards must be used is determined by the client agency.
Cash Conversion	Time Off awards do not convert to cash under any circumstances.
Transfer	Time Off awards cannot be transferred when an employee transfers from one Federal agency to another.
Maximum	The minimum or maximum limit on the number of hours that can be awarded is established by agency policy.
SF 50 Action	An SF-50 (Notification of Personnel Action) must be completed by the Servicing Personnel Office before the Time Off Award can be used.

Chapter 11: TRAINING

Pay Code

OJT Training, On the Job (FAA Only)

Definition

Time spent performing on the job training by qualified employees who are certified to train other employees.

Eligible Employees

FAA qualified employees who are certified to train other employees

Earnings and Increments

Employee receives 10% of their applicable basic hourly rate of pay and will be paid in addition to any other authorized premium pay. Time can be recorded in 1 minute increments.

Coding Requirements

Field	Requirement
Pay/Hours Code	Enter pay code OJT
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Chapter 12: WORK SITE ALLOWANCE**Pay Code** **WSA Work Site Allowance****Definition** In 2008 OPM approved an allowance payment for National Park Service employees working in authorized duty stations. Any agency/area who receives authority to pay WSA would be eligible to use this code.**Eligible Employees** National Park Service employees working in the following duty stations:

Duty Station	Effective Date
Isle Royale National Park, Keweenaw, Michigan	August 17, 2008
Ventura, Ventura, California (Channel Islands)	August 17, 2008
Yosemite National Park, Mariposa, California	April 12, 2009

Earnings and Increments The WSA code pays an amount of \$10 per day. Hours entered under pay code WSA can be input in 15minute increments.**Coding Requirements**

Field	Requirement
Pay/Hours Code	Enter pay code WSA
NR	Enter Negotiated Rate, if applicable
2R	Enter Secondary Rate, if applicable
SC	Enter Shift Code, if applicable
EH	Enter Environmental Hazard Code if applicable
Days	Enter the actual hours/minutes on the day of the week the time is earned (ex: 6:00)
Key	Enter costing key
Account Number	Enter costing account number
Messages	Enter message code, if applicable

Additional Information

**Invalid Duty
Station**

If the employee's official duty station of record does not match one of those listed above, the system will generate an error indicating the pay code is invalid. You can find the required department, bureau, and duty station codes, along with the applicable effective dates, pay type, and pay amount in FPPS by referencing TBLS.

**Correcting
Previous T&As**

For correcting past T&As, users will have to input the WSA pay code manually, as there is no trigger to do so automatically.

Glossary

Glossary of Frequently Used Payroll Terms

Absence Without Leave (AWOL)

Unpaid leave taken without approval by an appropriate individual within the client agency.

Administrative Leave

Approved time off with pay which is not charged to any other leave category.

Administratively Uncontrolled Overtime (AUO)

Premium pay authorized on an annual basis for an employee in a position which requires substantial amounts of irregular or occasional overtime. AUO is established by the Servicing Personnel Office.

Advanced Leave

Request of advanced sick or annual leave for the employee must be approved prior to use. Advances are given per agency request. The Payroll Office enters the advances when they are notified by an agency (exception is agencies that have automatic advances).

Alternate Work Schedule

Any work schedule other than that which the employee usually works, usually not to exceed three consecutive pay periods without the work schedule being officially changed.

Alternative Work Schedule (AWS)

A work schedule consisting of a Flexible or Compressed Work Schedule.

Annual Leave

Approved time off with pay to take vacations or for special personal occasions considered to be annual leave.

Basic Work Requirement

The number of hours, excluding overtime hours, an employee is required to work or to account for.

Code of Federal Regulations (CFR)

A codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government.

Compensatory Time

Paid time off that may be earned (and taken) by employees instead of receiving overtime pay.

Compensatory Time for Travel

Compensatory time earned during travel status away from the employee's official duty station. Compensatory time for travel may be used when the employee is granted time off from his or her scheduled tour of duty.

Compressed Work Schedule

This is a type of an Alternative Work Schedule.

A work schedule that allows full-time employees to be scheduled to work more than 8 regular hours some days so that they can work less than 10 days in a pay period, but still perform 80 hours in the pay period. Compressed work schedules include, but are not limited to:

- 5/4/9 - 9 hours a day for 8 days, 8 hours 1 day, and 1 day off each pay period.
- 4-10s - 10 hours a day, 4 days a week.
- tours worked with hours in excess of 8 hours a day and/or 40 hours a week (e.g., firefighters).

Full-time employees on a compressed work schedule do not earn overtime for working hours over 8 in a day or 40 in a week that are part of their scheduled tour of duty. They do earn overtime for working more hours in a day than their scheduled tour of duty, and for work that is more than 80 hours in a pay period.

Comptroller General (CG) Decisions

Published decisions made by the Comptroller General regarding issues in dispute between employees and agencies.

Continuation of Pay (COP)

Time off for work-related injuries or treatment of work-related injuries.

Core Hours

The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a flexible work schedule is required by the agency to be present for work (See 5 USC 6122 (a) (1).)

Dual Appointments

When an employee is active in two different appointments at the same time. Timesheets must be submitted for both appointments even if the employee is in a non-pay status in one of the appointments.

Environmental/Hazard Pay

A differential paid for performing work under hazardous conditions.

Executive Schedule

Usually Presidential appointees under pay plan EX. They do not accrue leave.

Experts/Consultants

Employees often hired to work on special projects or jobs. They may be paid either by the hour or by the day. The number of hours of compensation for an expert or consultant will be determined by the type of appointment (temporary or intermittent). Reference 5 U.S. Code 3109.

Experts and consultants paid on a daily rate basis are not entitled to overtime pay under section 5542 of Title 5, U.S. Code. They may be entitled to overtime pay under the Fair Labor Standards Act if they are nonexempt employees.

Experts and consultants are subject to the provisions of 5 U.S. Code 8344 and 8468 on reduction of basic pay by the amount of annuity received.

Experts and consultants with a regularly scheduled tour of duty are entitled to sick and annual leave and to pay for any holiday occurring on a workday on which they perform no work, provided that workday is part of the basic workweek. Those employed on an intermittent basis do not earn leave and are not entitled to paid holidays. (Refer to 5 CFR Part 304 for further information regarding Expert and Consultant Appointments.)

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act of 1938 provides guidelines for minimum standards for both wages and overtime entitlements for the nonexempt employee, and delineates administrative procedures by which covered work time must be compensated.

Family Friendly Leave (FFL)

The Family Friendly Leave Act of 1994 expands the use of sick leave by permitting most employees to use a total of up to 104 hours of sick leave each leave year for general family and medical needs. A total of up to 480 hours of sick leave may be used to care for a family member with a serious medical condition, not to exceed a combined total of 480 hours for all purposes within the leave year.

Family Medical Leave (FMLA)

The Family and Medical Leave Act of 1993 provides certain Federal employees with entitlement to invoke a total of 12 weeks of unpaid leave during any 12-month period for certain family and medical needs.

Federal Wage System (FWS)

A system that provides common policies, systems, practices, and job-grading standards for uniform application by all agencies subject to section 5342 of Title 5, U.S. Code, in fixing pay for prevailing rate employees (wage employees) as nearly as is consistent with the public interest in accordance with prevailing rates.

Flexible Work Schedule (FWS)

This is a type of Alternative Work Schedule.

A work schedule established under 5 U.S. Code 6122, that,

- In the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by the agency; and
- In the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule within the limits set by the agency.

There are various types of flexible work schedules that include flexitour, gliding schedules, maxiflex, variable day, variable week, etc.

FPPS (Federal Personnel Payroll System)

A mainframe-based, portable, integrated, on-line, and real-time personnel and payroll system developed by NBC.

Full-time Employee

An individual regularly scheduled to work 80 hours per pay period.

Furlough

The placement of an employee in a temporary, non-duty, non-pay status because of lack of work or funds, or other non-disciplinary reasons.

General Schedule (GS)

Employees paid under Title 5 of the U.S. Code and/or FLSA. Pay for GS employees is based on an annual salary. For pay calculation purposes, the hourly rate for regular hours is derived by dividing the annual salary by 2087.

Hazard Pay

Additional monetary compensation paid to GS employees for the performance of hazardous duty or duty involving physical hardship not usually involved in carrying out the duties of his/her position.

Holiday

Either an official day off with pay granted by the Federal government, or a day off granted instead of the official holiday, if the holiday falls on a non-work day for the employee.

Home Leave

Leave earned by an employee for service abroad for use in the United States, Commonwealth of Puerto Rico, or in Territories or possessions of the United States. Except as otherwise authorized by statute, home leave is earned only when a basic service period of 24 months of continuous service has been completed, and the employee expects to return to an overseas assignment. Overseas employees eligible to accumulate up to 45 days of annual leave may also be entitled to earn home leave.

Intermittent Employee

An individual having no regularly scheduled tour of duty. Intermittent employees are on call and come in at the discretion of the supervisor. These employees do not earn annual leave or sick leave and are not paid for non-worked holidays. Intermittent employees are not entitled to night differential or Sunday premium pay.

Leave Bank

A program in which an employee can apply and be approved to receive donated leave from a pooled fund of annual leave established by an agency under Sec. 630.1003. Employees may also donate hours to the leave bank.

Leave Share (Voluntary Leave Share Program)

A program whereby an employee can apply and be approved to receive donated leave from other employees. An employee may also donate annual leave or restored annual leave to employees approved for this program.

Leave Without Pay (LWOP)

Time off from work without paid leave requested by an employee and approved by the appropriate individual within the client agency.

Leave Year

A year that begins with the first day of the first complete pay period in a calendar year, and ends with the day immediately before the first day of the first complete pay period in the following calendar year. The leave yearend does not coincide with the pay yearend. Reference 5 CFR 630.201.

Message Codes

Codes available under specific T&A reporting conditions in order to activate necessary behind-the-scenes processes (see Chapter 4: T&A Data Fields).

Military Leave

Government employees who are serving in permanent (includes part-time), indefinite or Temporary Appointment Pending Establishment of Register (TAPER) and temporary appointments over one year, and who are members of the Armed Forces or National Guard may be granted military leave for active duty, engaging in field or costal defense training, or other purposes. Reference 5 U.S. Code 6323.

Negotiated Rate

The level of rates of pay will be maintained in line with prevailing levels of comparable work within a local wage area, and will be maintained so as to attract and retain qualified prevailing rate employees. Employee pay is based on hourly rather than annual rates. Negotiated rate employees can work shifts, for which they are compensated an additional percentage of base pay, or a flat amount, depending on the contract stipulations. Special wage agreements (union contracts) require payment for the difference between an acting position pay rate and the employee's regular pay rate. (NOTE: For FPPS On-Line T&A users, the acting rate can be accessed from the T&A and the appropriate selection made through the pop-up selection windows.)

Night Differential

A differential paid for any regularly scheduled work between 6:00 p.m. and 6:00 a.m. It is premium pay for GS employees. Intermittent employees are excluded from this pay entitlement.

Overtime

Premium pay for work performed outside an employee's established tour of duty. The total number of daily or biweekly hours that must be worked prior to the employee being eligible for overtime compensation varies depending on the work schedule. The rate of pay for overtime hours is determined by employee status under FLSA or Title 5 U.S. Code, as appropriate.

Paid Leave

Time away from the job for which employees receive their basic rate of pay. Types of paid leave include, but are not limited to:

- Administrative
- Annual
- Change of Station
- Court
- Funeral
- Holiday
- Home
- Military
- Shore
- Sick
- Time Off Award

Part-time Employee

An employee regularly scheduled to work between 1 and 32 hours a week, or less than 65 hours a pay period. Reference 5 U.S. Code 3401. Part-time employees are eligible for night differential and Sunday premium pay. Students hired under the Student Educational Employment Program (STEP) generally work under part-time schedules. There are no limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with the student's academic schedule. Reference 5 CFR 213.3202(b).

Pay Basis

The method used to determine an employee's pay (e.g., hourly, per annum, daily, etc.).

Prevailing Rate Employee

Employees defined in 5 USC 5342(2). These employees are also known as Federal wage employees.

Regular Hours

Hours of work within the administrative work week which comprise the employee's regularly scheduled tour of duty, and are paid at the employee's basic rate of pay.

Secondary Rate

A rate that occurs when an employee is working in two positions at two different rates. Employee must designate the hours to be paid at the regular or secondary rate.

Senior Executive Service (SES)

Employees under pay plan ES who are:

- Paid through a compensation designed to attract and retain senior executives
- In a position above a GS-15 or the equivalent

The SES includes general positions and career-reserved positions, both of which are determined by the client agency. SES employees may:

- Earn and use religious compensatory time
- Accrue annual leave up to 720 hours, with the following exception:
SES employees who had annual leave in excess of 720 hours as of October 16, 1994, will retain that amount as a personal leave ceiling until they use the leave or separate.

SES employees may not:

- Receive premium pay or earn compensatory time
- Earn and use credit hours
- Participate on a compressed work schedule unless the entire work unit closes on the same workday(s) every pay period

Shift Codes

Payment to employees for working shift hours. Negotiated rate and Federal Wage System employees can work the following shifts, for which they are compensated an additional percentage of base pay or a flat amount, depending on the contract stipulations.

Reference 5 USC §5343. The majority of hours in a regular tour of duty equals the number of whole hours greater than one-half of a daily schedule (including breaks).

Majority of hours of employee's regular Tour of Duty are...	Then employee's regular hours are usually during...	Percentage
From 7:00 a.m. to 3:00 p.m.	Shift 1	Base Rate
From 3:00 p.m. to Midnight	Shift 2	7.50
From 11:00 p.m. to 8:00 a.m.	Shift 3	10

Sick Leave

Paid leave taken for illness, non-work related injuries, doctors' appointments, and pregnancy or child birth. Sick leave may be used in lieu of annual leave for certain family situations, as defined by the Family Friendly Leave Act. Reference PL 103-388, October 22, 1994.

Standby Premium Pay

Pay received by employees who are regularly scheduled for standby duty may be compensated, on an annual basis, by their agency. Standby pay is established by the Servicing Personnel Office.

Sunday Premium

Premium pay earned in addition to base pay for work performed on Sunday. Employees are entitled to Sunday premium pay for each hour of Sunday work performed in the scheduled tour of duty for which is not overtime work and which is not in excess of 8 hours. If employee is on a Compressed Work Schedule, he/she receives the number of hours scheduled to work for each regularly scheduled tour of duty, any part of which begins or ends on Sunday.

Temporary Employee

An individual appointed on a temporary appointment for a specific period of time up to one year. The appointment can be extended in one-year increments for a maximum of three additional years. Employees with less than 90-day appointments may earn and use sick leave, but may not earn annual leave, unless their appointment is extended or is changed to a permanent appointment. Temporary employees who have annual leave that transferred from a prior appointment may use that leave after they complete 90 days of service under successive appointments without a break in service.

Time Off Incentive Award

Time off granted by an agency to an employee as an incentive award, authorized by The Federal Pay Comparability Act of 1990 (FEPCA).

Title V, United States Code (5 U.S. Code)

A code of regulations that relates to government organization and employees. Pay entitlements for the employee exempt from Fair Labor Standards Act (FLSA) are derived under this title. Nonexempt employees covered under FLSA receive night, Sunday, or holiday pay and annual premium pay for regularly scheduled standby duty or administratively uncontrollable overtime (AUO), as applicable, under Title V entitlements.

Tour of Duty (TOD)

The hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

Traditional Work Schedule

A fixed work schedule that includes:

- 8 hours in a day
- 40 hours in a week
- 8 hour holiday
- 80 hours a pay period

Uncommon Tour of Duty

An established tour of duty that exceeds 80 hours of work in a biweekly pay period, provided the tour--

- (1) Includes hours for which the employee is compensated by standby duty pay under 5 USC 5545(c)(1) and Sec. 550.141 of this chapter;
- (2) Is a regular tour of duty (as defined in Sec. 550.1302 of this chapter) established for

-
- firefighters compensated under 5 USC 5545b and part 550, subpart M, of this chapter; or
- (3) Is authorized for a category of employees by the Office of Personnel Management.

Unpaid Leave

Time away from the job, for which employees do not receive their basic rate of pay.

Types of unpaid leave include, but are not limited to:

- Leave Without Pay (LWOP) - leave approved by the client agency.
- Absence Without Leave (AWOL) - leave not approved by the client agency.
- Furlough - Leave due to lack of work or funds.
- Suspension - Leave taken as a result of a disciplinary action.

Wage Grade Employee

Employees paid according to rates set by local wage boards to correspond to pay scales of private employees in the same area doing the same work.

1040 Hour Employee

Appointments based on 1040 hours. Some temporary employees may receive these types of appointments. FPPS will automatically track the number of hours worked, to ensure the employees do not work beyond the hours in their appointment. 1040 employees are treated as temporary employees. Training hours during the 1040 appointment are not counted against the total number of hours worked. Appointments are usually less than 6 months.

Appendixes

Leave Conversion Matrix

Any leave converted to another type of leave is assigned to the cost structure of the leave originally reported. Leave reported in excess of available leave is converted as indicated by the following table. Additionally, specific leave used codes which accumulate under more than one leave code are also given. **Note:** Pay Codes 02F and 03F are not used by DOT.

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
020 - ANNUAL LEAVE	02E- SPECIAL ANNUAL LEAVE SHARE 02F - ADVANCED ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 101 - LEAVE WITHOUT PAY	
024 - ANNUAL LEAVE IN LIEU OF FECA	081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 101 - LEAVE WITHOUT PAY	020 – ANNUAL LEAVE 081 - RESTORED ANNUAL LV 041 - COMPENSATORY TIME 231 - CREDIT HOURS 101 - LEAVE WITHOUT PAY
025 - ANNUAL LEAVE IN LIEU OF SICK LEAVE	081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 101 - LEAVE WITHOUT PAY	020 – ANNUAL LEAVE 081 - RESTORED ANNUAL LV 041 - COMPENSATORY TIME 231 - CREDIT HOURS 101 - LEAVE WITHOUT PAY
02F - ADVANCED ANNUAL LEAVE (ONLY ALLOWED IF LEAVE SHARE OCCURRENCE EXISTS)	081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 101 - LEAVE WITHOUT PAY	
030 - SICK LEAVE	03F - ADVANCED SICK LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
034 - SICK LEAVE LIEU FECA/COP	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	030 – SICK LEAVE 020 – ANNUAL LEAVE 101 - LEAVE WITHOUT PAY
038 - SICK LEAVE FOR ADOPTION	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
03F - ADVANCED SICK LV (ONLY ALLOWED IF LEAVE SHARE OCCURRENCE EXISTS) (NOT USED BY DOT)	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
041 - COMPENSATORY TIME	231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
047 – TRAVEL COMPENSATORY TIME	041 – COMPENSATORY TIME 231 – CREDIT HOURS – USED 020 – ANNUAL LEAVE – USED 081 – RESTORED ANNUAL LV USED 02F – ADVANCED ANNUAL LEAVE 101 – LEAVE WITHOUT PAY	
070 - REGULAR MILITARY LEAVE	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
072 - LAW ENFORCEMENT MILITARY LEAVE	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
078 – RESERVE TECHNICIAN MILITARY LEAVE	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
081 - RESTORED ANNUAL LEAVE	020 - ANNUAL LEAVE 02E - SPECIAL ANNUAL MEDICAL LEAVE SHARE 02F - ADVANCED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 101 - LEAVE WITHOUT PAY	
083 - SHORE LEAVE	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
085 - HOME LEAVE	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
08A – RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – ADOPTION	AFA - ANNUAL IN LIEU OF FAMILY - ADOPTION 10A - LEAVE WITHOUT PAY IN LIEU OF FAMILY – ADOPTION	081 - RESTORED ANNUAL LV 041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL LEAVE 101 - LEAVE WITHOUT PAY

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
08B – RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – BIRTH	AFB - ANNUAL IN LIEU OF FAMILY – BIRTH 10B - LEAVE WITHOUT PAY IN LIEU OF FAMILY - BIRTH	081 - RESTORED ANNUAL LV 041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 – ANNUAL LEAVE 101 - LEAVE WITHOUT PAY
08F – RESTORED ANNUAL LEAVE IN LIEU FAMILY – FAMILY ILLNESS	AFF - ANNUAL IN LIEU OF FAMILY – FAMILY ILLNESS 10F - LEAVE WITHOUT PAY IN LIEU OF FAMILY – FAMILY ILLNESS	081 - RESTORED ANNUAL LV 041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL LEAVE 101 - LEAVE WITHOUT PAY
08S - RESTORED ANNUAL LEAVE IN LIEU FAMILY - MEDICAL SELF	AFS - ANNUAL IN LIEU OF FAMILY – MEDICAL SELF 10S - LEAVE WITHOUT PAY IN LIEU OF FAMILY - MEDICAL SELF	081 - RESTORED ANNUAL LV 041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL LEAVE 101 - LEAVE WITHOUT PAY
102 - ABSENCE WITHOUT LEAVE		
103 - FURLOUGH		
104 - SUSPENSION LEAVE		
10A - LEAVE WITHOUT PAY IN LIEU OF FAMILY - ADOPTION		
10B - LEAVE WITHOUT PAY IN LIEU OF FAMILY - BIRTH		
10F - LEAVE WITHOUT PAY IN LIEU OF FAMILY – FAMILY ILLNESS		
10S - LEAVE WITHOUT PAY IN LIEU OF FAMILY – MEDICAL SELF		
160 - FECA/COP – 1ST OCCURRENCE	101 -LEAVE WITHOUT PAY	
161 - FECA/COP UNPAID - 1ST OCCURRENCE		
164 - FECA/COP - 2ND OCCURRENCE	101 -LEAVE WITHOUT PAY	
165 - FECA/COP UNPAID - 2ND OCCURRENCE		
166 - FECA/COP - 3RD OCCURRENCE	101 - LEAVE WITHOUT PAY	
167 - FECA/COP UNPAID - 3RD OCCURRENCE		
168 - FECA/COP - 4TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
169 - FECA/COP UNPAID - 4TH OCCURRENCE		
16A - FECA/COP LIGHT DUTY – 1ST OCCURRENCE	101 - LEAVE WITHOUT PAY	
16B - FECA/COP LIGHT DUTY – 2ND OCCURRENCE	101 - LEAVE WITHOUT PAY	
16C - FECA/COP LIGHT DUTY – 3RD OCCURRENCE	101 - LEAVE WITHOUT PAY	

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
16D - FECA/COP LIGHT DUTY – 4TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16E - FECA/COP LIGHT DUTY – 5TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16F - FECA/COP LIGHT DUTY – 6TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16G - FECA/COP LIGHT DUTY – 7TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16H - FECA/COP LIGHT DUTY – 8TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16I - FECA/COP LIGHT DUTY – 9TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16J - FECA/COP LIGHT DUTY – 10TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16K - FECA/COP LIGHT DUTY – 11TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16L - FECA/COP - 5TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16M - FECA/COP UNPAID - 5TH OCCURRENCE		
16N - FECA/COP - 6TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16P - FECA/COP UNPAID - 6TH OCCURRENCE		
16Q - FECA/COP - 7TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16R - FECA/COP UNPAID - 7TH OCCURRENCE		
16S - FECA /COP – 8TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16T - FECA/COP UNPAID – 8TH OCCURRENCE		
16U - FECA/COP - 9TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16V - FECA/COP UNPAID - 9TH OCCURRENCE		
16W -FECA/COP - 10TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16X - FECA/COP UNPAID 10TH OCCURRENCE		
16Y - FECA/COP – 11TH OCCURRENCE	101 - LEAVE WITHOUT PAY	
16Z - FECA/COP UNPAID 11TH OCCURRENCE		
211 - VACATION LEAVE	101 - LEAVE WITHOUT PAY	
213 - RESTORED VACATION LEAVE	211 - VACATION LEAVE 101 - LEAVE WITHOUT PAY	
215 - SCHOOL VACATION LEAVE	101 - LEAVE WITHOUT PAY	
218 - PERSONAL LEAVE	101 - LEAVE WITHOUT PAY	

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
231 - CREDIT HOURS	239 - TRAVEL CREDIT 041 - COMPENSATORY TIME 081 - RESTORED ANNUAL LEAVE 020 - ANNUAL LEAVE 02F - ADV ANNUAL LV (LV SHARE) 101 - LEAVE WITHOUT PAY	
239 - TRAVEL CREDIT	231 - CREDIT HOURS 041 - COMPENSATORY TIME 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 02F - ADV ANNUAL LV (LV SHARE) 101 - LEAVE WITHOUT PAY	
30C - TIME OFF AWARD	041 - COMPENSATORY TIME 231 - CREDIT HOURS 239 - TRAVEL CREDIT 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL 02F - ADV ANNUAL LV (LV SHARE) 101 - LEAVE WITHOUT PAY	
AFA- ANNUAL LEAVE IN LIEU OF FAMILY – ADOPT	08A - RESTORED ANNUAL LEAVE IN LIEU OF FAMILY - ADOPT 10A - LEAVE WITHOUT PAY IN LIEU OF FAMILY - ADOPT	020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 101 - LEAVE WITHOUT PAY
AFB - ANNUAL LEAVE IN LIEU OF FAMILY – BIRTH	08B - RESTORED ANNUAL LEAVE IN LIEU OF FAMILY -BIRTH 10B - LEAVE WITHOUT PAY IN LIEU OF FAMILY – BIRTH	020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 101 - LEAVE WITHOUT PAY
AFF - ANNUAL LEAVE IN LIEU OF FAMILY – FAMILY ILLNESS	08F - RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – FAMILY ILLNESS 10F - LEAVE WITHOUT PAY IN LIEU OF FAMILY – FAMILY ILLNESS	020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 101 - LEAVE WITHOUT PAY
AFS - ANNUAL LEAVE IN LIEU OF FAMILY – MEDICAL SELF	08S - RESTORED ANNUAL LEAVE IN LIEU OF FAMILY - MEDICAL SELF 10S - LEAVE WITHOUT PAY IN LIEU OF FAMILY - MEDICAL SELF	020 – ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 101 - LEAVE WITHOUT PAY
AIF – ANNUAL LEAVE IN LIEU OF FAMILY – MILITARY INJURY USED	RMF – RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – MILITARY – USED WMF – LWOP IN LIEU OF FAMILY - MILITARY USED	020 – ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 101 - LEAVE WITHOUT PAY
AMF – ANNUAL LEAVE IN LIEU OF FAMILY – MILITARY – USED	RMF – RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – MILITARY – USED WMF – LWOP IN LIEU OF FAMILY - MILITARY USED	020 – ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 041 - COMPENSATORY TIME 231 - CREDIT HOURS 101 - LEAVE WITHOUT PAY

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
BOU – BONE MARROW DONOR LEAVE USED	030 – SICK LEAVE 081 – RESTORED ANNUAL LEAVE 020 – ANNUAL LEAVE 041 – COMPENSATORY TIME 231 – CREDIT HOURS 101 - LWOP	030 – SICK LEAVE 081 – RESTORED ANNUAL LEAVE 020 – ANNUAL LEAVE 041 – COMPENSATORY TIME 231 – CREDIT HOURS 101 - LWOP
FFF - FAMILY FRIENDLY LEAVE – FUNERAL	041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	041 - COMPENSATORY TIME 231 - CREDIT HOURS 020- ANNUAL LEAVE 081 - RESTORED ANNUAL LV 101 - LEAVE WITHOUT PAY
FFI - FAMILY FRIENDLY LEAVE - FAMILY ILLNESS	041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL 101 - LEAVE WITHOUT PAY
FL2 - FAMILY LEAVE		
FLA- FAMILY LEAVE – ADOPTION		
FLB- FAMILY LEAVE – BIRTH		
FLF- FAMILY LEAVE – FAMILY ILLNESS		
FLM - FAMILY LEAVE – MEDICAL SELF		
IB1 – LEAVE BANK – FMLA MILITARY INJURY – FM1 – USED	BST – LEAVE BANK SPECIAL SICK FAMILY MEDICAL – TRANSFER ACCRUALS BFT – LEAVE BANK SPECIAL ANNUAL FAMILY MEDICAL – TRANSFER ACCRUAL WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	101 – LEAVE WITHOUT PAY USED
IB2 - LEAVE BANK – FMLA MILITARY INJURY – FM2 – USED	BST – LEAVE BANK SPECIAL SICK FAMILY MEDICAL – TRANSFER ACCRUALS BFT – LEAVE BANK SPECIAL ANNUAL FAMILY MEDICAL – TRANSFER ACCRUAL WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	101 – LEAVE WITHOUT PAY USED
IM1 – LEAVE SHARE IN LIEU OF FMLA – FM1 - MILITARY INJURY - USED	SST – SPECIAL SICK FAMILY LEAVE SHARE – TRANSFER ACCRUALS LAT – SPECIAL ANNUAL FAMILY LEAVE SHARE – TRANSFER ACCRUALS 02F – ADVANCED ANNUAL LEAVE USED –EMPLOYEE ON LEAVE SHARE WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	101 – LEAVE WITHOUT PAY USED

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
IM2 – LEAVE SHARE IN LIEU OF FMLA – FM2 – MILITARY INJURY - USED	SST – SPECIAL SICK FAMILY LEAVE SHARE – TRANSFER ACCRUALS LAT – SPECIAL ANNUAL FAMILY LEAVE SHARE – TRANSFER ACCRUALS 02F – ADVANCED ANNUAL LEAVE USED – EMPLOYEE ON LEAVE SHARE WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	101 – LEAVE WITHOUT PAY USED
LBF – LEAVE BANK/FMLA – FAMILY - USED – FIRST OCCURRENCE	BFT – LEAVE BANK SPECIAL ANNUAL LEAVE – FAMILY – TRANSFER ACCRUAL BST – LEAVE BANK SPECIAL SICK LEAVE – FAMILY – TRANSFER ACCRUAL 101 – LEAVE WITHOUT PAY	
LBG – LEAVE BANK/FMLA – FAMILY - USED – SECOND OCCURRENCE	BFT – LEAVE BANK SPECIAL ANNUAL LEAVE – FAMILY – TRANSFER ACCRUAL BST – LEAVE BANK SPECIAL SICK LEAVE – FAMILY – TRANSFER ACCRUAL 101 – LEAVE WITHOUT PAY	
LBH – LEAVE BANK/FMLA – SELF – SECOND OCCURRENCE	BAT – LEAVE BANK SPECIAL ANNUAL LEAVE – TRANSFER ACCRUAL 02E – LEAVE BANK SPECIAL SICK LEAVE – TRANSFER ACCRUAL 101 – LEAVE WITHOUT PAY	
LBS – LEAVE BANK/FMLA – SELF – FIRST OCCURRENCE	BAT – LEAVE BANK SPECIAL ANNUAL LEAVE – TRANSFER ACCRUAL 02E – LEAVE BANK SPECIAL SICK LEAVE – TRANSFER ACCRUAL 101 – LEAVE WITHOUT PAY	
LF1 – LEAVE BANK – FAMILY - USED – FIRST OCCURRENCE	BFT – LEAVE BANK SPECIAL ANNUAL LEAVE – FAMILY – TRANSFER ACCRUAL BST – LEAVE BANK SPECIAL SICK LEAVE – FAMILY – TRANSFER ACCRUAL 101 – LEAVE WITHOUT PAY	
LF2 – LEAVE BANK – FAMILY – USED – SECOND OCCURRENCE	BFT – LEAVE BANK SPECIAL ANNUAL LEAVE – FAMILY – TRANSFER ACCRUAL BST – LEAVE BANK SPECIAL SICK LEAVE – FAMILY – TRANSFER ACCRUAL 101 – LEAVE WITHOUT PAY	
LM1 – LEAVE BANK – SELF – FIRST OCCURRENCE	BAT – LEAVE BANK SPECIAL ANNUAL LEAVE – TRANSFER ACCRUAL 02E – LEAVE BANK SPECIAL SICK LEAVE – TRANSFER ACCRUAL 101 – LEAVE WITHOUT PAY	
LM2 – LEAVE BANK – SELF – SECOND OCCURRENCE	BAT – LEAVE BANK SPECIAL ANNUAL LEAVE – TRANSFER ACCRUAL 02E – LEAVE BANK SPECIAL SICK LEAVE – TRANSFER ACCRUAL 101 – LEAVE WITHOUT PAY	

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
LS1 - LEAVE SHARE (M1)	LST - SPECIAL SICK MEDICAL LEAVE SHARE 02E - SPECIAL ANNUAL MEDICAL LEAVE SHARE 03F - ADVANCED SICK LEAVE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LS3 - LEAVE SHARE (F1)	SST - SPECIAL SICK FAMILY LEAVE SHARE LAT - SPECIAL ANNUAL FAMILY LEAVE SHARE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LS5 - LEAVE SHARE (M2)	LST - SPECIAL SICK MEDICAL LEAVE SHARE 02E - SPECIAL ANNUAL MEDICAL LEAVE SHARE 03F - ADVANCED SICK LEAVE DURING LEAVE SHARE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LS7 - LEAVE SHARE (F2)	SST - SPECIAL SICK FAMILY LEAVE SHARE LAT - SPECIAL ANNUAL FAMILY LEAVE SHARE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LSB - LEAVE SHARE IN LIEU OF FMLA - BIRTH (M1)	LST - SPECIAL SICK MEDICAL LEAVE SHARE 02E - SPECIAL ANNUAL MEDICAL LEAVE SHARE 03F - ADVANCED SICK LEAVE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LSD - LEAVE SHARE IN LIEU OF FMLA - BIRTH (M2)	LST - SPECIAL SICK MEDICAL LEAVE SHARE 02E - SPECIAL ANNUAL MEDICAL LEAVE SHARE 03F - ADVANCED SICK LEAVE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LSF - LEAVE SHARE IN LIEU OF FMLA - FAMILY ILLNESS (F1)	SST - SPECIAL SICK FAMILY LEAVE SHARE LAT - SPECIAL ANNUAL FAMILY LEAVE SHARE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LSG - LEAVE SHARE IN LIEU OF FMLA - FAMILY ILLNESS (F2)	SST - SPECIAL SICK FAMILY LEAVE SHARE LAT - SPECIAL ANNUAL FAMILY LEAVE SHARE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LSH - LEAVE SHARE IN LIEU OF FMLA - SELF (M2)	LST - SPECIAL SICK MEDICAL LEAVE SHARE 02E - SPECIAL ANNUAL MEDICAL LEAVE SHARE 03F - ADVANCED SICK LEAVE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
LSS - LEAVE SHARE IN LIEU OF FMLA - SELF (M1)	LST - SPECIAL SICK MEDICAL LEAVE SHARE 02E - SPECIAL ANNUAL LEAVE 03F - ADVANCED SICK LEAVE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE WITHOUT PAY	
LV1 – VETERAN LEAVE SHARE USED	VST – SPECIAL SICK VETERAN MEDICAL LEAVE SHARE - TRANSFER ACCRUALS VAT – SPECIAL ANNUAL VETERAN MEDICAL LEAVE SHARE – TRANSFER ACCRUALS 030 – SICK LEAVE USED 03F – ADVANCED SICK LEAVE USED – EMPLOYEE ON LEAVE SHARE 020 – ANNUAL LEAVE USED 081 – RESTORED ANNUAL LEAVE USED 02F – ADVANCED ANNUAL LEAVE USED – EMPLOYEE ON LEAVE SHARE 041 – COMPENSATORY TIME USED 047 – COMPENSATORY TIME OFF FOR TRAVEL – USED 231 – CREDIT HOURS USED 239 – TRAVEL CREDIT HOURS USED 101 – LEAVE WITHOUT PAY USED	
MB1 – LEAVE BANK FMLA MILITARY – FM1 – USED	BST – LEAVE BANK SPECIAL SICK FAMILY MEDICAL – TRANSFER ACCRUALS BFT – LEAVE BANK SPECIAL ANNUAL FAMILY MEDICAL – TRANSFER ACCRUALS WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	101 – LEAVE WITHOUT PAY USED
MB2 – LEAVE BANK FMLA MILITARY – FM2 – USED	BST – LEAVE BANK SPECIAL SICK FAMILY MEDICAL – TRANSFER ACCRUALS BFT – LEAVE BANK SPECIAL ANNUAL FAMILY MEDICAL – TRANSFER ACCRUALS WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	101 – LEAVE WITHOUT PAY USED
MI0 – FAMILY LEAVE – MILITARY INJURY – USED – OTA ONLY		101 – LEAVE WITHOUT PAY USED
MLM – FAMILY LEAVE – MILITARY – USED – OTA ONLY		101 – LEAVE WITHOUT PAY USED
ML1 – LEAVE SHARE IN LIEU OF FMLA – FM1 – MILITARY – USED	SST – SPECIAL SICK FAMILY LEAVE SHARE – TRANSFER ACCRUALS LAT – SPECIAL ANNUAL FAMILY LEAVE SHARE – TRANSFER ACCRUALS 02F – ADVANCED ANNUAL LEAVE USED – EMPLOYEE ON LEAVE SHARE WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	101 – LEAVE WITHOUT PAY USED

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
ML2 – LEAVE SHARE IN LIEU OF FMLA – FM2 – MILITARY – USED	SST – SPECIAL SICK FAMILY LEAVE SHARE – TRANSFER ACCRUALS LAT – SPECIAL ANNUAL FAMILY LEAVE SHARE – TRANSFER ACCRUALS O2F – ADVANCED ANNUAL LEAVE USED – EMPLOYEE ON LEAVE SHARE WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	101 – LEAVE WITHOUT PAY USED
ODU – ORGAN DONOR LEAVE USED	030 – SICK LEAVE 081 – RESTORED ANNUAL LEAVE 020 – ANNUAL LEAVE 041 – COMPENSATORY TIME 231 – CREDIT HOURS 101 - LWOP	030 – SICK LEAVE 081 – RESTORED ANNUAL LEAVE 020 – ANNUAL LEAVE 041 – COMPENSATORY TIME 231 – CREDIT HOURS 101 - LWOP
PFA - PERSONAL IN LIEU OF FAMILY - ADOPT	10A - LEAVE WITHOUT PAY IN LIEU OF FAMILY - ADOPT	218 - PERSONAL 101 - LEAVE WITHOUT PAY
PFB - PERSONAL IN LIEU OF FAMILY - BIRTH	10B - LEAVE WITHOUT PAY IN LIEU OF FAMILY - BIRTH	218 - PERSONAL 101 - LEAVE WITHOUT PAY
PFF - PERSONAL IN LIEU OF FAMILY - FAMILY ILLNESS	10F - LEAVE WITHOUT PAY IN LIEU OF FAMILY - FAMILY ILLNESS	218 - PERSONAL 101 - LEAVE WITHOUT PAY
PFS - PERSONAL IN LIEU OF FAMILY - MEDICAL SELF	10S - LEAVE WITHOUT PAY IN LIEU OF FAMILY - MEDICAL SELF	218 - PERSONAL 101 - LEAVE WITHOUT PAY
PHS-ADMINISTRATIVE PREVENTATIVE HEALTH SCREENING (SSS AND US TAX COURT ONLY)	030 – SICK LEAVE 020 – ANNUAL LEAVE 041 – COMPENSATORY TIME 231 – CREDIT HOURS 081 – RESTORED ANNUAL LEAVE 101 - LWOP	030 – SICK LEAVE 020 – ANNUAL LEAVE 041 – COMPENSATORY TIME 231 – CREDIT HOURS 081 – RESTORED ANNUAL LEAVE 101 - LWOP
PIF – PERSONAL LEAVE IN LIEU OF FAMILY – MILITARY INJURY – USED	WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	218 - PERSONAL 101 - LEAVE WITHOUT PAY
PMF – PERSONAL LEAVE IN LIEU OF FAMILY – MILITARY – USED	WMF – LWOP IN LIEU OF FAMILY – MILITARY - USED	218 - PERSONAL 101 - LEAVE WITHOUT PAY
RIF – RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – MILITARY – INJURY – USED	AMF – ANNUAL IN LIEU OF FAMILY – MILITARY – USED WMF - LWOP IN LIEU OF FAMILY – MILITARY - USED	081 – RESTORED ANNUAL 041 – COMPENSATORY TIME 231 – CREDIT HOURS USED 020 – ANNUAL LEAVE USED 101 – LEAVE WITHOUT PAY
RMF – RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – MILITARY – USED	AMF – ANNUAL IN LIEU OF FAMILY – MILITARY – USED WMF - LWOP IN LIEU OF FAMILY – MILITARY - USED	081 – RESTORED ANNUAL 041 – COMPENSATORY TIME 231 – CREDIT HOURS USED 020 – ANNUAL LEAVE USED 101 – LEAVE WITHOUT PAY
SFA - SICK IN LIEU OF FAMILY ADOPT	AFA - ANNUAL IN LIEU OF FAMILY- ADOPT 08A - RESTORED ANNUAL IN LIEU OF FAMILY - ADOPT 10A - LWOP IN LIEU FAMILY - ADOPT	030 – SICK LEAVE USED 041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL 081 - RESTORED ANNUAL 101 - LEAVE WITHOUT PAY

LEAVE CONVERSION MATRIX		
PAY CODE	LEAVE USED CONVERTS IN THIS ORDER	LEAVE USED CONVERTS IN THIS ORDER WHEN IN-LIEU-OF PAY CODE HAS REACHED MAXIMUM ALLOWED
SFB - SICK IN LIEU OF FAMILY- BIRTH	AFB - ANNUAL IN LIEU OF FAMILY- BIRTH 08B - RESTORED ANNUAL IN LIEU OF FAMILY – BIRTH 10B - LEAVE WITHOUT PAY IN LIEU OF FAMILY - BIRTH	030 - SICK 041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL 081 - RESTORED ANNUAL 101 - LEAVE WITHOUT PAY
SFS - SICK IN LIEU OF FAMILY - MEDICAL SELF	AFS - ANNUAL IN LIEU OF FAMILY - MEDICAL SELF 08S - RESTORED ANNUAL IN LIEU OF FAMILY - MEDICAL SELF 10S - LEAVE WITHOUT PAY IN LIEU OF LIEU FAMILY - MEDICAL SELF	030 - SICK 041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL 081 - RESTORED ANNUAL 101 - LEAVE WITHOUT PAY
SIF – SICK IN LIEU OF FAMILY – MILITARY – INJURY – USED	030 – SICK LEAVE USED AMF – ANNUAL IN LIEU OF FAMILY – MILITARY – USED RMF – RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – MILITARY – USED WMF - LWOP IN LIEU OF FAMILY – MILITARY - USED	041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL 081 - RESTORED ANNUAL 101 - LEAVE WITHOUT PAY
SMF – SICK IN LIEU OF FAMILY – MILITARY USED	030 – SICK LEAVE USED AMF – ANNUAL IN LIEU OF FAMILY – MILITARY – USED RMF – RESTORED ANNUAL LEAVE IN LIEU OF FAMILY – MILITARY – USED WMF - LWOP IN LIEU OF FAMILY – MILITARY - USED	041 - COMPENSATORY TIME 231 - CREDIT HOURS 020 - ANNUAL 081 - RESTORED ANNUAL 101 - LEAVE WITHOUT PAY
VFA - VACATION IN LIEU OF FAMILY - ADOPT	10A - LEAVE WITHOUT PAY IN LIEU OF FAMILY- ADOPT	211 - VACATION 101 - LEAVE WITHOUT PAY
VFB - VACATION IN LIEU OF FAMILY - BIRTH	10B - LEAVE WITHOUT PAY IN LIEU OF FAMILY- BIRTH	211 - VACATION 101 - LEAVE WITHOUT PAY
VFF - VACATION IN LIEU OF FAMILY - FAMILY ILLNESS	10F - LEAVE WITHOUT PAY IN LIEU OF FAMILY - FAMILY ILLNESS	211 - VACATION 101 - LEAVE WITHOUT PAY
VFS - VACATION IN LIEU OF FAMILY - MEDICAL SELF	10S - LEAVE WITHOUT PAY IN LIEU OF FAMILY - MEDICAL SELF	211 - VACATION 101 - LEAVE WITHOUT PAY
VIF – VACATION LEAFVE IN LIEU OF FAMILY - MILITARY – INJURY – USED	WMF – LWOP IN LIEU OF FAMILY – MILITARY USED	211 - VACATION 101 - LEAVE WITHOUT PAY
VMF – VACATION LEAVE IN LIEU OF FAMILY - MILITARY – USED	WMF – LWOP IN LIEU OF FAMILY – MILITARY USED	211 - VACATION 101 - LEAVE WITHOUT PAY

Leave Order of Precedence for Leave Share/Leave Bank Matrix

The following is the order in which leave must be used when an employee is on leave share. The order of precedence is separated for each type of emergency.

LEAVE SHARE LEAVE USAGE		
EMERGENCY TYPE	PAY CODE RECORDED	ORDER OF PRECEDENCE FOR USAGE
MEDICAL	LS1 – LEAVE SHARE USED FIRST OCCURRENCE LS5 – LEAVE SHARE USED SECOND OCCURRENCE LSB-LEAVE SHARE IN LIEU OF FMLA – USED – BIRTH-FIRST OCCURRENCE LSD-LEAVE SHARE IN LIEU OF FMLA-USED-BIRTH-SECOND OCCURRENCE LSH – LEAVE SHARE IN LIEU OF FMLA – USED –SELF - FIRST OCCURRENCE LSS-LEAVE SHARE IN LIEU OF FMLA – USED – SELF - SECOND OCCURRENCE	030 - SICK LEAVE 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE LS1 - LEAVE SHARE MEDICAL (FIRST OCCURRENCE) OR LS5 - LEAVE SHARE MEDICAL (SECOND OCCURRENCE) OR LSB – LEAVE SHARE IN LIEU OF FMLA-BIRTH (FIRST OCCURRENCE), OR LSD- LEAVE SHARE IN LIEU OF FMLA-BIRTH (SECOND OCCURRENCE), OR LSH- LEAVE SHARE IN LIEU OF FMLA-SELF (FIRST OCCURRENCE), OR LSS- LEAVE SHARE IN LIEU OF FMLA – SELF (SECOND OCCURRENCE), LST - SICK LEAVE FROM SPECIAL SICK – TRANSFER ACCRUAL O2E- ANNUAL LEAVE FROM SPECIAL ANNUAL – TRANSFER ACCRUAL 03F - ADVANCED SICK LEAVE 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE-WITHOUT-PAY

When an employee has been advanced annual leave or sick leave and then becomes a leave share recipient, any balance of the Advance Leave remaining after paying off the existing decrement is moved out of the regular balance available and into the advanced balance available field. All future advances, as long as a leave share occurrence exists, will be placed in the *advanced* balance available and are used by pay codes 02F and 03F.

Note: Pay codes 02F and 03F are not used by DOT.

The following is the order in which leave must be used when an employee is on leave share. The order of precedence is separated for each type of emergency.

LEAVE SHARE LEAVE USAGE		
EMERGENCY TYPE	PAY CODE RECORDED	ORDER OF PRECEDENCE FOR USAGE
FAMILY*	LS3 – LEAVE SHARE USED FIRST OCCURRENCE LS7 – LEAVE SHARE USED SECOND OCCURRENCE LSF – LEAVE SHARE IN LIEU OF FMLA – USED FAMILY – FIRST OCCURRENCE LSG – LEAVE SHARE IN LIEU OF FMLA – USED FAMILY – SECOND OCCURRENCE	*FFI - FAMILY FRIENDLY (make sure the total balance available from both REGULAR AND ADVANCED SICK LEAVE meet the requirements for the MAXIMUM allowed for Family Friendly) 03F - ADVANCED SICK LEAVE 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE LS3 – LEAVE SHARE FAMILY (FIRST OCCURRENCE), OR LS7 – LEAVE SHARE FAMILY (SECOND OCCURRENCE), OR LSF – LEAVE SHARE IN LIEU OF FMLA-FAMILY (FIRST OCCURRENCE), OR LSG – LEAVE SHARE IN LIEU OF FMLA-FAMILY (SECOND OCCURRENCE) SST - SICK LEAVE FROM SPECIAL SICK – TRANSFER ACCRUALS LAT - ANNUAL LEAVE FROM SPECIAL ANNUAL – TRANSFER ACCRUALS 02F - ADVANCED ANNUAL LEAVE 101 - LEAVE-WITHOUT-PAY

*For a FAMILY emergency the employee must exhaust all available annual, restored annual, and sick leave used as family friendly leave.

When an employee has been advanced annual leave or sick leave and then becomes a leave share recipient, any balance of the Advance Leave *remaining* after paying off the existing decrement is moved out of the regular balance available and into the advanced balance available field. All future advances, as long as a leave share occurrence exists, will be placed in the *advanced* balance available and are used by pay codes 02F and 03F.

Note: Pay codes 02F and 03F are not used by DOT.

An agency may advance only the initial 40 hours of Sick Leave, or a proportional amount for an employee with a part time or uncommon Tour of Duty.

The following formula will assist users in verifying the correct leave balances for employees participating in the Leave Share Program.

$$\begin{aligned}
 &+ \text{ Carryover Balance} \\
 &+ \text{ Accrue Year-To-Date} \\
 &+ \text{ Accrual Returned by Leave Share} \\
 &+ \text{ Advanced Balance Decrement} \\
 &+ \text{ Accrue Transfer Year-To-Date – Leave Share (current year only)} \\
 &- \text{ Leave Accrual Lost – Year-To-Date} \\
 &- \text{ Accrual Donated to Leave Share} \\
 &- \text{ Leave Used – Year-To-Date} \\
 \hline
 &= \text{ Leave Balance}
 \end{aligned}$$

The following is the order in which leave must be used when an employee is using the leave bank. The order of precedence is separated for each type of emergency.

LEAVE BANK LEAVE USAGE		
EMERGENCY TYPE	PAY CODE RECORDED	ORDER OF PRECEDENCE FOR USAGE
MEDICAL	LM1 – LEAVE BANK SELF – USED-FIRST OCCURRENCE LM2 – LEAVE BANK SELF – USED –SECOND OCCURRENCE LBS – LEAVE BANK/FMLA SELF USED – FIRST OCCURRENCE LBH – LEAVE BANK/FMLA SELF USED – SECOND OCCURRENCE	030 - SICK LEAVE 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE LM1- LEAVE BANK MEDICAL (FIRST OCCURRENCE) OR LM2 - LEAVE BANK MEDICAL (SECOND OCCURRENCE) OR LBS – LEAVE BANK /FMLA (FIRST OCCURRENCE), OR LBH- LEAVE BANK/FMLA (SECOND OCCURRENCE) BAT – LEAVE BANK SPECIAL ANNUAL LEAVE – TRANSFER ACCRUAL O2E– LEAVE BANK SPECIAL SICK LEAVE – TRANSFER ACCRUAL 101 - LEAVE-WITHOUT-PAY

When an employee has been advanced annual leave or sick leave and then participates in a leave bank as a recipient, any balance of the Advance Leave remaining after paying off the existing decrement is moved out of the regular balance available and into the advanced balance available field. All future advances, as long as a leave bank occurrence exists, will be placed in the *advanced* balance available and are used by pay codes 02F and 03F.

Note: Pay codes 02F and 03F are not used by DOT.

The following is the order in which leave must be used when an employee is on leave share. The order of precedence is separated for each type of emergency.

LEAVE BANK LEAVE USAGE		
EMERGENCY TYPE	PAY CODE RECORDED	ORDER OF PRECEDENCE FOR USAGE
FAMILY	LF1 – LEAVE BANK USED – FIRST OCCURRENCE LF2 – LEAVE BANK USED – SECOND OCCURRENCE LBF – LEAVE BANK / FMLA – USED – FIRST OCCURRENCE LBG – LEAVE BANK /FMLA – USED – SECOND OCCURRENCE	*FF1 - FAMILY FRIENDLY (make sure the total balance available from both REGULAR AND ADVANCED SICK LEAVE meet the requirements for the MAXIMUM allowed for Family Friendly) 03F - ADVANCED SICK LEAVE 020 - ANNUAL LEAVE 081 - RESTORED ANNUAL LEAVE LF1- LEAVE BANK FAMILY (FIRST OCCURRENCE) OR LF2 - LEAVE BANK FAMILY (SECOND OCCURRENCE) OR LBF – LEAVE BANK /FMLA0-FAMILY (FIRST OCCURRENCE), OR LBG- LEAVE BANK/FMLA-FAMILY (SECOND OCCURRENCE) BFT – LEAVE BANK SPECIAL ANNUAL LEAVE -FAMILY –TRANSFER ACCRUAL BST– LEAVE BANK SPECIAL SICK LEAVE –FAMILY – TRANSFER ACCRUAL 101 - LEAVE-WITHOUT-PAY

When an employee has been advanced annual leave or sick leave and then becomes enrolled as a leave bank recipient, any balance of the Advance Leave remaining after paying off the existing decrement is moved out of the regular balance available and into the advanced balance available field. All future advances, as long as a leave bank occurrence exists, will be placed in the *advanced* balance available and are used by pay codes 02F and 03F.

Note: Pay codes 02F and 03F are not used by DOT.

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VERSION CONTROL RECORD

Effective Date	Expiration Date	Document Version	Document Revision Description	Document Author	Approved By
August 2010	Dec 2010	1.0	Initial Release – Restructure of T&A Pay Codes Manual	Shari McStraw	Trina Crosser
			<p>Topics Added: I-3 Creating a Master Profile Record - Quicktime, WEBTA, and FPPS; 'can be accomplished in Quicktime as well; TDRRC command – ' in FPPS' statement; I-9 clarified FLSA acronym; 1-6 included statement in Separation/ Transfer regarding negative religious balance; 2-2 PBGC Agency Unique; Payout of Credit Hours; 2-1 DOT/FAA Uniques – statement regarding BUS 0049 credit hour balance; 2-3 DOT/FAA Uniques – statement regarding BUS 0049 credit hour usage; 3-1 statement regarding appropriate alpha hazard code; 5-4 Increment - statement regarding two hour minimum payment; 6-7 US Tax Court in title; 6-11 Annual leave carryover – statement regarding BUS 0054 carryover limit; 6-62 Gross pay – statement regarding higher rate of pay; 6-77 Lump sum payout of sick leave; 8-6 Increment – statement regarding two hour minimum payment; 8-15 Increment – statement regarding two hour minimum payment; 8-18 Increment – statement regarding two hour minimum payment; 8-20 FAA Agency Uniques – statement regarding BUS 0049 Sunday Premium; Exclusions – statement regarding see Agency Uniques; Topics Updated: removed the word "Reference" from Guide title and headings; Chapter 7 – corrected title and heading to read Unpaid; Chapter 6 – changed title references from Bureau of Indian Affairs to BIA; I-3 changed 'WEBTADS' to 'WEBTAS'; 1-6 Negative Balance – changed 'overtime' to 'additional compensatory time'; 1-7 Eligible Employees – removed 'or prevailing rate employees'; 7-4 Effects – changed AWOL to non pay status;</p>		
Dec 2010	April 2011	1.1		Shari Mcstraw	Trina Crosser
			<p>Topics Updated page 1-8 added message to LB '(exception: pay codes EAP, AUO, and 190)'; removed pages 5-5 and 5-6; page 6-7 added US Tax Court and Agency Unique; pages 3-6, 3-75, 5-4, 8-5, 8-6, 8-7, 8-8, 8-11, 8-12, 8-13, 8-14, 8-15, 8-16, 8-17, 8-18, 8-20, 8-22, 8-23, 8-24, 8-25, 8-26, 8-27, 8-28, 8-29, 8-30 added statement for eligible employees, 'except Premium Class 09'; page 8-13, 14, 15 added '(see pay code 110 for GS employees)' under definition and added 'Only for Wage Board Employees'; page A-10 added pay code PHS to leave conversion chart; page Index 5 & 7 added 'and US Tax Court' to pay code PHS;</p>		
April 2011	August 2011	1.2		Shari Mcstraw	Trina Crosser

August 2011	Dec 2011	1.3	<p>Topics Updated: page 2-1 through 2-3: Agency Uniques DOT/FAA (added an additional page); page 6-8 added reference for creditable service for annual leave accruals; pages 6-43 through 6-48 added “leave accruing” the eligible employees; page 6-49 added Agency Uniques; page 6-76 added BIA information under Fractional Pay Periods; page 6-77 added additional FAA information under Lump Sum Pay Out of Sick Leave; page 8-20 added information under FAA Agency Uniques; updated indexes.</p> <p>Topics Added: Chapter 5 added pay codes 05A, 05B, 05C, 05D, 05L, 05M, 05R, 05S, 05U, and 05W for FAA;</p>	Shari Mcstraw	Trina Crosser
Dec 2011		1.4	<p>Topics Updated: pages 1-1, 1-2, 1-4, 1-5, 1-6, 1-8, 1-9 added statement regarding certain Presidio Trust employees not eligible to earn comp time; page 2-2 added statement regarding FAA Bus Code 0064 no longer eligible to earn credit hours; page 2-5 added statement regarding FAA Bus Code 0064 no longer eligible to earn Travel credit hours; pages 3-10 through 3-14 removed statement regarding “only for NPS”; Index – removed “NPS only” from pay codes H10, H14, H15, H16, H17, & H18; page 5-5 through 5-14 added statement regarding FAA Bus Code 0064 entitled to holiday premium pay on 05* pay codes; page 6-10 added statement regarding certain Presidio Trust employees allowed to carryover 720 hours of A/L; page 6-63 changed “Title 39” to “Title 49”; page 8-5 added statement regarding certain Presidio Trust employees not allowed to receive payment for overtime worked; page 8-14 added statement for FAA Bus Code 0064 are entitled to receive Sunday Premium for overtime hours worked and calculated at 25%;</p> <p>Topics Added: page Into 11 added information regarding NSPS employees converting into the General Schedule pay system; Chapter 8 added pay code SAW; Index – added pay code SAW;</p>	Shari Mcstraw	Trina Crosser