



WE MAKE ENERGY HAPPEN

Workday Time, Projects & Absence Time Off & Leave Codes



Time, Projects & Absence

Time Off Codes in Workday



Type	Paid	Unpaid	Time Defaults		
			Exempt	Non-Exempt, Non-Shift	Non-Exempt Shift (8, 10 or 12 hour)
Employee Initiated					
Bereavement	✓		8 hours*	8 hours*	8, 10 or 12 hours*
Community Service	✓		8 hours*	8 hours*	8, 10 or 12 hours*
Floating Holiday	✓		8 hours	8 hours	8 hours
Jury Duty	✓		8 hours*	8 hours*	8, 10 or 12 hours*
Military (<31 days)	✓		8 hours	8 hours	8 hours
On the Job Injury	✓		8 hours	8 hours	8 hours
Paid Time Off	✓		8 hours*	8 hours*	8, 10 or 12 hours*
United Way Day	✓		1 day	1 day	1 day
Unpaid		✓	8 hours*	8 hours*	8, 10 or 12 hours*
H&GB Initiated					
Intermittent STD	✓		N/A**	N/A**	N/A**
STD Elimination Period (PTO)	✓		N/A**	N/A**	N/A**
STD Unapproved Leave		✓	N/A**	N/A**	N/A**

*9 hours if 9/80 Schedule

These leave types will default to either 8 hours or one unit to represent one **day, and should not be adjusted by shift.

Rev. 10.05.18

Time, Projects & Absence Leave Codes in Workday



Type	Paid	Unpaid	Time Defaults
Employee Initiated [▲ Can also initiate return from leave]			
Military (>31 days) ▲	✓		N/A**
HRBP Initiated			
Administrative	✓		N/A**
Educational		✓	N/A**
Personal		✓	N/A**
Suspension		✓	N/A**
H&GB Initiated			
FMLA		✓	N/A**
LOA unapproved		✓	N/A**
LTD, LTD unapproved		✓	N/A**
State Approved Paid FMLA	Employee/State Paid	✓	N/A**
STD	✓ (STD / PTO bank available)	✓ (STD / PTO bank not available)	N/A**
Payroll Initiated			
Workers Comp	✓		N/A**
Automatic			
Military (>12 months)		✓	N/A**

These leave types will default to either 8 hours or one unit to represent one **day, and should not be adjusted by shift.

Rev. 10.05.18