



LEAVE Entries

Effective immediately, please enter your leave into the Kronos system using the following codes:

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|--|---|
| You are taking leave that is <u>not</u> related to the COVID-19 situation. | Use normal annual, sick, or grant personal leave codes. |
| You are taking leave that is related to the COVID-19 situation. * | Use COVID-19 specific leave codes. Leave will come from your existing leave accruals. For example C-19 leave will reduce your annual leave balance. |

Missed work time resulting from the University’s modified operations and the social distancing directive should be reported using the COVID-19 codes below.

COVID-19 Specific Leave Codes

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|-----------------------------------|
| C19 – Annual Leave |
| C19 – Sick Leave |
| C19 – Sick Leave Family |
| C19 – Grant Personal Leave |
| C19 – Optional Holiday |
| C19 – Comp Time Taken |
| C19 – Holiday Comp Time – Taken |
| C19 – Time Off Without Pay |
| C19 – FMLA – Annual Leave |
| C19 – FMLA – Comp Time – Taken |
| C19 – FMLA – Grant Personal Leave |
| C19 – FMLA – Sick Leave |
| C19 – FMLA – sick Leave Family |
| C19 – FMLA – Unpaid |