

## Merit & Merit PHP Hour Types

- **Adoption Leave** - A newly adoptive parent is entitled to five days paid leave chargeable to accrued sick leave.
- **Banked Hol Earned** – Future time off earned when a holiday falls on scheduled day off. Hours can be banked for up to one year from date earned.
- **Banked Hol Used** – Usage of Banked Holiday hours previously earned.
- **Call Back** – Actual number of hours worked when called in on an emergency basis. Note: the employee will be paid for the actual number of hours or three hours, whichever is greater.
- **Comp Time Earned** – Future time off earned after total hours worked in a week exceeds 40 hours. The accrual for Compensatory Time will be 1.5 times the hours of compensatory time entered on the timecard.
- **Comp Time Used** – Time not worked, but paid through usage of compensatory time previously earned.
- **Emergency Leave** – Paid time off for the care of an ill or injured immediate family member. Up to a maximum of 40 hours of sick leave per fiscal year may be used. Immediate family is defined as and limited to spouse, domestic partner, children, including step and foster, (and their spouses), parents, including step and foster, grandparents, grandchildren, legal wards, siblings, including step and foster, (and their spouses), of the employee or spouse; aunts, uncles, nieces, nephews and first cousins of the employee or spouse; or other relatives residing in the employee's immediate household. Emergency leave is a use of the employee's sick leave accrual.
- **Excused Duty** – Time missed, but paid, for attendance at University related meetings, seminars, etc.
- **Funeral Leave** – Time missed, up to 24 hours, for a death in the employee's immediate family. Funeral leave is a use of the employee's sick leave accrual.
- **Hol Pay (Sch Day Off)** – Used to record hours to be paid for a holiday that falls on the employees scheduled day off. Hours are paid at regular rate.
- **Holiday** – Paid time off for designated University holidays.
- **Holiday Premium** – Hours worked on a designated University Holiday. Hours are paid at 1.5 times the regular rate. Employee should also code Holiday hours.
- **Jury Duty** – Hours absent due to Jury Duty. Any jury duty pay received other than reimbursement for travel, meals, or parking should be surrendered to the University through the cashiers in the Office of Business Operations.
- **Medical Appointment** - Paid time off for employee's doctor, dentist, etc. appointment. This is a use of the employee's sick leave accrual. Vacation is used for appointments for family members.
- **Military Leave** - Permanent and probationary employees will be granted military leave as provided by law, with pay not to exceed 30 calendar days in a calendar year. See Merit System Rule 3.144 (19A).
- **Off Duty (No Pay)** - Used to report leave without pay for any scheduled hours not worked when no other paid usage code is used.
- **Overtime** - Used only after total hours worked in a week exceeds 40 hours. Pay for overtime will be at 1-1/2 times the regular rate.
- **Pall Bearer** - Up to 8 hours of accumulated sick leave per occurrence may be used to serve as a pallbearer or funeral attendant for someone outside the immediate family. This is a use of the employee's sick leave accrual.
- **Regular** - Time worked.

- **Sick Injury (Work Comp)** - Time missed when injured at work. Employees who are injured on the job should report the injury to their supervisor, regardless of how minor the injury. The supervisor will complete the Employer's First Report of Injury Form and send it along with any medical charges to the Benefits Section of HRS.
- **Sick Leave** - Paid time off due to illness of employee.
- **Standby** – Hours spent in standby status.
- **Union Duty (No Pay)** – Time used in non pay status for conducting Union business/activity not specifically authorized to be in pay status by the provisions of the AFSCME/State of Iowa contract.
- **Vacation** - Paid time off.