

P&S Salary, Institutional Officials, and Academic Administrators (12 mo.) Hour Types

- **Adoption Leave** - A newly adoptive parent is entitled to five days paid leave chargeable to accrued sick leave.
- **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. Optionally record on timecard as directed by your department.
- **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.
- **Holiday** – Paid time off for designated University holidays.
- **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)** - This code is used to report leave without pay for any scheduled hours not worked when no other paid usage code is used.
- **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.
- **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.
- **Vacation** - Paid time off.