

# Timesheet & Absence Codes - Summary and Definition (Unit4)

The following page lists all available Absence Codes and their respective descriptions.

## Codes By Employee Group:

- [APPLICABLE TO ALL EMPLOYEE GROUPS](#)
- [EXEMPT](#)
- [BCGEU](#)
- [SCFA](#)
- [PPWC](#)

## Related Articles:

- [Submitting An Absence Request - Single Position \(Unit4\)](#)
- [Submitting An Absence Request - Partial Day \(Unit4\)](#)
- [Submitting An Absence Request - Multiple Positions \(Unit4\)](#)
- [Absence Request Screen - Understanding Balance Summaries \(Unit4\)](#)
- [Cancelling an Absence Request - Employee \(Unit4\)](#)
- [Absence FAQs](#)
- [Submitting a Timesheet \(Unit4\)](#)
- [Pay Periods and Submission Deadlines](#)
- ["Employee Payroll Donation" form instructions](#)

### APPLICABLE TO ALL EMPLOYEE GROUPS

ACH	Attend Citizenship Hearing
AFMPPW	Attend Funeral as a Mourner
CMPSSN	Compassionate Leave
COP	Call Out Pay
COV	Hourly Coverage Rate
FASL1	First Aid Stipend - Level 1
FASL3	First Aid Stipend - Level 3
FASL3OC	First Aid Stipend On Call Duty - Level 3
GEN	General Leave Paid
GENUP	General Leave Unpaid
GRTW	Graduated Return to Work
JURYWIC	Jury Duty or Court Leave
LWOP	Leave Without Pay
MA	Meal Allowance
MODD	Modified Duties
OT1.5	Overtime Paid @ 1.5
OT2.0	Overtime Paid @ 2.0
OTBE1.0	Exempt Banked OT 1.0
OTBE1.5	Exempt Banked OT 1.5
OTBE2.0	Exempt Banked OT 2.0
PDL	Public Duty Leave Unpaid
REGHOURS	Regular Earnings Hours
REGNSR	Regular Earnings - No Salary Reversal
SPA	Shift Premium Afternoon
SPN	Shift Premium Nights
SPW	Shift Premium Weekend
STAT	Stat Holiday Paid

### EXEMPT

FAMEX	Family Illness Exempt From Sick Bank
OTTE	Exempt Banked Hours Out
SLE	Sick Leave Exempt
VACE	Vacation Exempt

<b>BCGEU</b>	
FAMSCBC	Family Illness SCFA & BCGEU
PROFD	Professional Development Leave Taken BCGEU & SCFA
SLBCGEU	Sick Leave BCGEU
UNIONBB	Union Business Paid - BCGEU 100% Billable
UNIONBNB	Union Business Paid - BCGEU 100% Non-Billable
UNIONBUB	Union Business Unpaid - BCGEU
VACBCG	Vacation BCGEU Instructor
VACBCGIA	Vacation BCGEU Instructor Assistant

<b>SCFA</b>	
FAMSCBC	Family Illness SCFA & BCGEU
PROFD	Professional Development Leave Taken BCGEU & SCFA
SLSCFA	Sick Leave SCFA
UNIONSB	Union Business Paid - SCFA 100% Billable
UNIONSNB	Union Business Paid – SCFA 100% Non-Billable
UNIONSUP	Union Business Unpaid – SCFA
VACSCFA	Vacation SCFA Faculty
VACSCFAF	Vacation Taken SCFA Faculty Assistant

<b>PPWC</b>	
BL	Birthday Day Off PPWC
BONUSWK	Bonus Week Taken PPWC
COVS	Coverage - Sick PPWC
FAMPPWC	Family Sick PPWC
OTBP1.0	Bank Overtime @ 1.0 PPWC
OTBP1.5	Bank Overtime @ 1.5 PPWC
OTBP2.0	Bank Overtime @ 2.0 PPWC
OTTP	Banked Hours Taken PPWC
SLPPWC	Sick Leave PPWC
SLPPWCU	Sick Leave PPWC Unpaid
UNIONPB	Union Business Paid – PPWC 100% Billable
UNIONPNB	Union Business Paid – PPWC 100% Non-Billable

UNIONPUP	Union Business Unpaid – PPWC
VACPPWC	Vacation PPWC
VACPPWCS	2% Vacation PPWC