

Appendix A

ITAMS Time Codes

(Note: For complete information regarding the University's Human Resources leave policies (For example: HR1.03-HR1.18), refer to the University Policies & Procedures Manual, available on the web at: <http://www.sc.edu/policies>)

Hours Worked

-WORKED

-WORKED

Code used by non-exempt and hourly employees to report time worked during the week

**SCHEDULED-NW
FURLOUGH**

**(RESTRICTED) Use only in Furlough situation (consult supervisor before use)
(RESTRICTED) Unpaid Furlough hours (consult supervisor before use)**

Leave Type: Annual Leave

Definition: Annual leave is paid leave that may be used by eligible employees for any purpose. Requests for annual leave by an eligible employee must be pre-approved by the employee's supervisor.

Policy: Human Resources HR1.03 – Annual Leave

Eligibility: Annual leave is accrued by and granted to:

- Permanent and probationary full-time employees; and
- Permanent and probationary part-time employees who are scheduled to work at least one-half of the work week on a 12-month basis or who are scheduled to work the equivalent of one-half of the work week on a 12-month basis during the full academic year of nine months or more. Faculty on less than a 12-month basis are not eligible to accrue or use annual leave.

ITAMS Time Codes That Use Hours From Annual Leave Balance

A/L Annual Leave
Annual leave (A/L) is paid leave that can be used by eligible employees for any purpose. Requests for annual leave must be pre-approved by the employee's supervisor.

A/L-AS-S/L Annual Leave used as Sick Leave
Use the A/L-as-S/L time code if sick leave balance is exhausted and employee has authorization from supervisor to use annual leave hours for sick leave.

A/L -FMLA Annual leave used for Family Medical Leave
Annual leave hours used for Family Medical Leave Act purposes. Pre-authorization by Human Resources is required. Hours should not be recorded using the A/L-FMLA time code unless Human Resources has authorized the employee's FMLA request.

A/L-AS-LWOP Zero A/L Balance, Absence recorded as LWOP
Note: Hours recorded using the A/L-As-LWOP time code will result in the employee being charged for leave without pay. When an employee who has exhausted all available leave balances takes leave time, the absence will be recorded as leave without pay. In this situation, the employee has the option to record the absence using either the A/L-As-LWOP time code, or the LWOP-Persnl time code.

*** Additional A/L codes added to report Flu-related absence :**

A/L-FLU-NO MD Annual leave used for Flu absence no MD (medical doctor) diagnosis
A/L-FLU-MD Annual leave used for Flu absence diagnosed by MD (medical doctor)
A/L-FAMILYFLU Annual leave used to care for Family member with Flu

Additional Rules: Annual leave is taken on the quarter hour unless balance is less than quarter hour. A maximum of 30 days can be used in the calendar year. Up to 45 days can be carried over to the new calendar year.

Limits: Employees may use up to ten days of sick leave during a *fiscal* year for immediate family care. Do **not** enter more than 10 days of sick leave using the *S/L-Family* time code in a *fiscal* year.

S/L -Adopt

Sick leave used for Adoptive Leave

Employees may use up to six weeks of accrued sick leave for the purpose of caring for an adoptive child after placement. Do not enter hours using the *S/L-Adopt* time code unless the University Human Resources office has authorized the employee's application for adoptive leave (Form P-83 Application for Leave). For complete information on adoptive leave, refer to policy HR 1.06 – Sick Leave.

S/L-FMLA

Sick leave used for Family Medical Leave

Sick leave hours used for Family Medical Leave Act purposes. Pre-authorization by Human Resources is required. Hours should not be recorded using the *S/L-FMLA* time code unless Human Resources has authorized the employee's FMLA request.

S/L-WCOMP

Sick leave used for Workers Compensation

Pre-authorization by Human Resources is required. Use the *S/L-WCOMP* time code when an eligible employee is incapacitated for duty because of a work-related injury or illness and elects to be placed on paid leave status using accrued sick leave.

*** Additional S/L codes added to report Flu-related absence :**

S/L-FLU-NO MD

Sick leave used for Flu absence no MD (medical doctor) diagnosis

S/L-FLU-MD

Sick leave used for Flu absence diagnosed by MD (medical doctor)

S/L-FAMILYFLU

Sick leave used to care for Family member with Flu

Additional Rules:

Sick leave is taken on the quarter hour unless balance is less than a quarter hour. A maximum of 180 days of sick leave can be carried over to the next calendar year. Refer to Human Resources policy 1.06 for sick leave policy and procedure information.

Leave Type: Military Leave

Definition: Military leave is a paid leave that allows an eligible employee to be absent from duty for 15 days each calendar year without loss of pay or without charge to the employee's accrued leave. Up to an additional 30 days may be authorized in emergency situations.

Policy: Human Resources HR1.09 – Other Leave with Pay

Eligibility: Military leave is granted to:

- a. All officers and employees of the State of South Carolina, or a political subdivision of the State of South Carolina, who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve. They may be engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service.

ITAMS Time Codes That Use Hours From Military Leave Balance

Military Military Leave
Eligible employees will use the *Military* time code to record hours used for military training/emergency. Do not attempt to record hours using the *Military* time code unless the University Human Resources office has processed the application for military leave.

Rules: The employee must submit form P-83 (application for Military Leave) along with official orders to the department chair or supervisor. The completed form should be sent to the University's Human Resources Benefits office for authorization. Military absences of more than 30 days will be charged to accrued annual leave. If annual leave is not available, absence will be charged as leave without pay.

Leave Type: Other Leave With Pay

Definition: "Other Leave With Pay" permits eligible employees to be absent from duty for certain situations without loss of pay or without charge to the employee's leave.

Policy: Human Resources HR1.09- Other Leave with Pay

Eligibility: Other leave with pay is granted to:
All employees of the University of South Carolina except temporary and student employees, pursuant to regulations of the South Carolina Office of Human Resources.

ITAMS Time Codes used to report "Other Paid Leave"

Bereavement Bereavement
Eligible employees should use the *Bereavement* time code to record up to three consecutive days of leave due to a death in the immediate family. Immediate family is defined as the spouse, parent, child, brother, sister, grandparent, great-grandparent, grandchild, or great-grandchild of either the employee or the employee's spouse. Do not record more than three consecutive days when using the bereavement code. Note: Do not count a paid holiday as a bereavement day (or consecutive day).

Blood-Donor Blood Donor
Eligible employees are permitted to participate in university sponsored blood drives without using annual or sick leave. Employees who wish to donate blood at a time other than a University sponsored drive must be excused from work. However, as a condition of approving the request, the department may require the employee to provide documentation of the donation. Use the *blood donor* time code to record such absences.

Bone-Marrow Bone Marrow
Eligible employees who work an average of twenty or more hours a week and who undergo a medical procedure to donate bone marrow will be entitled to paid leave for up to forty work hours per year. Use the *Bone-Marrow* time code to record donation time. Do not use this time code to record more than 40 hours in a calendar year.

Court-Leave Court-Leave
Eligible employees subpoenaed, or who appear as a witness or in any other *official University capacity* in a court, hearing, or mediation, should record the hours as *Court-Leave*.

Disaster-RecDisaster Recovery

An eligible employee who serves as a certified disaster service volunteer for the American Red Cross may use up to ten days of paid leave in a calendar year to participate in specialized disaster relief services upon approval by the University's Vice President of Human Resources, or the Vice President's designee. Do not record time using the *Disaster-Rec* time code unless Human Resources has processed the authorization.

Hazw-PaidHazardous Weather-Paid

In unique situations, the Governor may declare a weather-related state of emergency and provide paid hazardous weather leave to eligible state employees.

Only use the *Hazw-Paid* time code to record hours when the weather related absence is declared as leave with pay (no make-up time required).

HolidayHoliday – Paid

All employees of the University, with the exception of temporary and student employees will be allowed to observe with pay those holidays listed on the University holiday schedule, published by the Division of Human Resources. See HR1.15 for information.

Jury-DutyJury Duty

An employee summoned as a jury member will be granted leave with pay in accordance with USC policy.

VoteVoting Leave

An employee who lives at such distance from the assigned work location as to preclude voting outside of working hours may be authorized a maximum of 2 hours of leave with pay for this purpose.

Additional Rules:

Leave is taken on the quarter hour. Refer to Human Resources policy 1.09 - Other Leave with Pay, for complete policy & procedure information.

Leave Type: Leave Without Pay (LWOP)

Definition: Leave Without Pay (LWOP) is used to record unpaid absences. LWOP is recorded in situations where an employee has exhausted available annual and sick balances, and in certain disciplinary actions. An employee must obtain approval prior to going on authorized leave without pay. Failure to do so may result in the absence being charged as unauthorized leave, which may lead to disciplinary action. The Department Chair or supervisor may authorize up to ten consecutive calendar days of LWOP. LWOP for absences exceeding ten consecutive days must be requested by the department chair and approved by the Vice President for Human Resources or the Vice President's designee. Except for good cause shown, LWOP will not be granted until all available annual leave has been used.

Policy: Human Resources HR1.12 – Leave Without Pay

Eligibility: The Leave Without Pay Policy applies to all University employees except temporary and student employees.

ITAMS Time Codes used to report Leave Without Pay

A/L-AS-LWOP Zero A/L Balance, Absence recorded as LWOP
Note: Hours recorded using the A/L-As-LWOP time code will result in the employee being charged for leave without pay. When an employee who has exhausted all available leave balances takes leave time, the absence will be recorded as leave without pay. In this situation, the employee has the option to record the absence using either the A/L-As-LWOP time code, or the LWOP-Persnl time code.

LWOP-Adopt Leave Without Pay-Adoption
Employees, who have been approved for leave without pay for the purposes of caring for an adoptive child after placement, will record those hours using the LWOP-Adopt time code. Do not enter hours using the *LWOP-Adopt* time code unless the University Human Resources office has authorized the employee's application for adoptive leave (Form P-83 Application for Leave). For complete information on adoptive leave, refer to policy HR 1.06 – Sick Leave. and HR 1.12 - Leave Without Pay.

LWOP-Discpln Leave Without Pay –Disciplinary Action
Unpaid absences charged as a result of disciplinary action should be recorded using the *LWOP-Discpln* time code. Refer to the University policy HR 1.39 - Disciplinary Action and Termination for Cause.

LWOP-Educ

Leave Without Pay-Educational

Employees who have been approved by their department chair or authorized supervisor for LWOP for educational purposes will report those hours using the *LWOP-Educ* time code. The department chair or supervisor must approve the leave in accordance with the University Leave Without Pay policy. Do not use this time code unless approval has been granted. See policy HR 1.21- Educational Leave for information.

LWOP-Milt

Leave Without Pay – Military Duty

In situations where annual leave is exhausted, use the *LWOP-Milt* time code to record military training or emergency military leave in excess of 15 days in a designated calendar or fiscal year. University policy states that leave for military training, and emergency military leave in excess of 15 work days will be charged against accrued annual leave. *If annual leave is not available, the absence must be recorded as leave without pay.* Refer to policy HR 1.09 – Other Paid Leave for complete military leave information leave without pay.

LWOP-Persnl

Leave Without Pay - Personal

The *LWOP-Persnl* time code should be used to report authorized unpaid absences of up to 10 consecutive calendar days. Authorized LWOP for more than 10 consecutive calendar days must first be reported to Human Resources using form PBP-7 "Notice of Separation and Return from Leave without Pay" so that necessary pay adjustments may be made.

LWOP-Unauth

Leave Without Pay-Unauthorized

An absence that was not previously approved by the Department Chair or authorized supervisor may be considered unauthorized.

***Additional time codes added to report Flu-related leave without pay:**

LWOPFLU-NOMD
LWOP-FLU-MD
LWOPFAMILYFLU

LWOP used for Flu absence no MD (medical doctor) diagnosis
LWOP used for Flu diagnosed by MD (medical doctor)
LWOP used for Family Flu illness

Time Lost due to declaration of emergency (weather related):

ITAMS Time Codes used to report & makeup weather absences

Weather-RPT

Time lost from work

Employees who do not report to work, or who report late during a declaration of emergency and do **NOT** use annual or compensatory leave or leave without pay may be allowed to make up time lost from work. *Refer to HR 1.18.* If an employee chooses to make up time lost, hours lost due to the declaration of emergency should be entered using the Weather-Rpt time code. This action will deposit a negative amount of hours in the employee's Hazardous Weather bank. *(Note: Lost hours that are made up are entered using a companion time code, Weather-Mkup.)*

Weather-MKUP

Time make up

Employees who choose to make up time lost will enter the make up hours using the time code Weather-MkUp. This action will deposit hours in the employee's Hazardous Weather bank, offsetting the negative amount placed in the bank when the hours were reported using the *Weather-Rpt* time code.

The University will establish an appropriate make-up period based on the length of time lost due to the emergency.

Leave Type: **Compensatory Time** (*Non-exempt Salaried employees only*)

ITAMS Time codes used to take Compensatory Hours

Comp Taken Compensatory time taken
Non-exempt salaried employees who have earned compensatory hours will use those hours by selecting the Comp-Taken time code. Note: Compensatory hours not taken by the end of the fiscal year will be paid out to the employee.

Holiday-Comp Holiday Compensatory Time Taken
Non-exempt salaried employees who have earned holiday compensatory hours will use those hours by selecting the Holiday-Comp time code. Employees will have up to 1 year from the date the comp was earned to use the Holiday Compensatory time. Holiday Compensatory hours are NOT paid out at the end of the fiscal year.