

PTREARN CODE	PTREARN SHORT DESC	PTREARN LONG DESC	DESCRIPTION OF HOW EARN CODE SHOULD BE USED	PTREARN LEAV CODE TAKEN	PTREARN LEAV CODE EARNED
200	Vacation	Vacation	Retirement: Vacation taken reduces BASE PAY and reduces VACA leave bucket	VACA	
205	Sick	Sick	Retirement: Sick taken reduces BASE PAY and reduces SICK leave bucket	SICK	
211	HldyWork	Holiday Worked	Retirement: Holiday pay reduces BASE PAY and comp time accrues to CTGP leave bucket (211 straight time)		CTGP
215	Comm	Community Service Leave	Retirement: Community Service taken reduces BASE PAY and reduces COMM leave bucket	COMM	
216	PrsObsLv	Personal Observance Leave	Retirement: Personal Observance Leave reduces BASE PAY and reduces OBSV leave bucket. All leave earning employees are awarded 8 hrs annually on a calendar-year basis. Use for any single day of personal significance, which includes, but is not limited to, days of cultural or religious importance. This leave may not be used for the same purposes as sick leave. Personal Observance Leave shall not be applied to existing negative leave balances. This Leave shall not be donated under the Voluntary Shared Leave policy. New hires after the date of implementation of policy are eligible. Leave must be used in one work shift. Not paid out upon separation. If an employee moves from one institution to another, this leave will transfer, transferring to a participating state agency/university. If not used, it expires at the end of the calendar year and is not paid out. NEVER PAID OUT	OBSV	
217	Reserv1	Reserve Leave 1 FOR FUTURE USE		RES1	
218	Reserv2	Reserve Leave 2 FOR FUTURE USE		RES2	
220	Military	Military Leave	Retirement: Used for Reserves 2-week training reduces BASE PAY	MILI	
225	Shared	Voluntary Shared Leave Taken	Retirement: Shared [donated] taken reduces BASE PAY and reduces SHAR leave bucket	SHAR	
230	Adv Wthr	Adverse Weather Leave Taken	Retirement: Adverse Weather taken reduces BASE PAY and goes into ADWL leave bucket as negative	ADWL	
235	AW Mkup	Adverse Weather Make - Up	Non Retirement: NonCash Earn Code: Adverse Weather Make Up clears negative balance in ADWL leave bucket		ADWL
237	EmEvComp	Emergency Event Hours Earned	Retirement: Emergency Event reduces BASE PAY and creates Comp added to CTUC leave bucket (Essential Personnel Only)		CTUC
250	Bonus	Bonus Leave	Retirement: Bonus Leave reduces BASE PAY and BONU leave bucket [often saved for payout at termination] NEVER EXPIRES ELIGIBLE FOR PAYOUT	BONU	
252	Incentiv	Incentive Leave	Retirement: Incentive Leave reduces BASE PAY and reduces INCT leave bucket [provides additional leave as lump sum number of hours to new hire] (Strict approval process to offer). NEVER PAID OUT	INCT	
256	SpLvTk	Special Leave Taken	Retirement: Special Leave awarded July 1, 2017 NEVER EXPIRES - NEVER PAID OUT	SPLV	
257	SpLv2Tkn	Special Leave 2 Taken	Retirement: Special or Bonus Leave awarded July 1, 2018 NEVER EXPIRES - NEVER PAID OUT	SPL2	
260	PLvRecup	Parental Leave Recuperation	Retirement: Paid Parental leave for recuperation period of time.	PLRC	
261	PrLvBond	Parental Leave Bonding	Retirement: Paid Parental leave for bonding period of time.	PLBD	
414	CTEX Tkn	CompTime Taken - Exempt	Retirement: Comp Straight time for Exempt EEs taken reduces BASE PAY and reduces CTEX leave bucket	CTEX	
415	Comp1X	Comp Time Taken 1.0x	Retirement: Comp Time taken for GAP Hours reduces BASE PAY and reduces CTGP leave bucket	CTGP	
416	Comp1.5X	Comp Time Taken 1.5x	Retirement: Comp OT taken reduces BASE PAY and reduces CTOT leave bucket	CTOT	
417	OCTK	On Call Comp Time Taken	Retirement: Comp On Call taken reduces BASE PAY and reduces OCCT leave bucket	OCCT	
418	EmEvTkn	Emergency Event Hours Taken	Retirement: Comp Emergency Closing taken reduces BASE PAY and reduces CTUC leave bucket	CTUC	
420	Comp 1.5	Comp Time Earned 1.5X	Non-Retirement: NonCash Earn Code: Comp OT 1.5 earned accrues to CTOT leave bucket		CTOT
425	CTE1x	Comp Time Earned 1.0x	Non-Retirement: NonCash Earn Code: Comp GAP 1.0 earned accrues to CTGP leave bucket		CTGP

426	OC Comp	On Call Comp Time	Non-Retirement: NonCash Earn Code: Comp On Call earned accrues to OCCT leave bucket		OCCT
427	CTEX-Ern	CompTime Earned 1.0 Exempt	Non-Retirement: NonCash Earn Code: Comp Straight time for Exempt EEs accrues to CTEX leave bucket NEVER PAID OUT		CTEX
500	Dock	Dock Pay	Non-Retirement: NonCash Earn Code: Reduces BASE PAY	DOCK	
800	B Payout	Bonus Leave Payout	Retirement: Bonus Leave payout reduces leave BONU bucket. Taxed at Supplemental rate.	BONU	
810	CMP 1.0x	Comp Time Payout 1.0x	Retirement: Comp GAP 1.0 payout reduces CTGP leave bucket. Taxed at Supplemental rate.	CTGP	
811	CMP 1.5x	Comp Time Payout 1.5x	Retirement: Compt OT 1.5 payout reduces CTOT leave bucket. Taxed at Supplemental rate.	CTOT	
815	V Payout	Vacation Payout	Retirement: Vacation payout reduces VACA leave bucket. Taxed at Supplemental rate.	VACA	
820	WCPO	Workers Comp Sick Payout	Non-Retirement: If EE does not return after WC ends, Sick leave EARNED while on WC is paid out - reduces SICK leave bucket. Use Earn Code 350 for employees using vacation or sick to supplement salary while on Workers Comp. Taxed at Supplemental rate.	SICK	
940	FMLA Tkn	FMLA Hours Used	Non-Retirement: NonCash Earn Code: - Used to track FMLA Hours Used	XFML	