

Frequently Used Time & Attendance Codes

Timesheet Codes	Description	Type
VAC	Accrued vacation leave taken in place of regular work hours. The employee is paid his/her full salary for time missed from work taken as vacation leave.	VACATION LEAVE
SICK	Accrued sick leave taken in place of regular work hours. The employee is paid his/her full salary for time missed from work taken as Sick Leave.	SICK LEAVE
SP	Medical Appointment.	SICK LEAVE
SFAM	Family Illness – Sick immediate family. Immediate family means husband, wife, son, daughter, mother, father, sister, or brother; and can also include any other relative who lives in the employee’s household. Please consult the applicable collective bargaining unit agreement for the maximum amount of time that an employee can charge to this code in a calendar year.	SICK LEAVE
SFFNR	Family Funeral – Time charged to sick leave at the death of husband, wife, father, mother, sister, brother, child, or any relative who lives in the employee’s household. Maximum number of leave days that can be charged to this code per occurrence varies by collective bargaining unit agreement.	SICK LEAVE
SFNRL	Other Funeral – Time charged to sick leave for the purpose of attending funerals of persons other than members of the immediate family. Total leave allowable is three (3) days per calendar year, or the amount of time specified in the applicable collective bargaining unit agreement.	SICK LEAVE
PL	Accrued personal leave taken in place of regular work hours. The employee is paid his/her full salary for time missed from work taken as Personal Leave.	PERSONAL LEAVE
HOL	Observed Holiday – Leave on one of the twelve (12) holidays recognized by the State of Connecticut for which an eligible employee receives his/her full regular pay.	PAID HOLIDAY