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| Time Reporting Codes (TRCs) | Description |
| ADMLT – Administrative Leave Taken | Administrative leave with pay may be granted to an employee for outstanding performance. |
| ADOGT – Assistance Dog Training | A state employee who is a person with a disability is entitled to a leave of absence for the purpose of attending a training program to acquaint the employee with an assistance dog. This leave of absence may not exceed 10 working days in a fiscal year. |
| ANLVT – Annual Leave Taken | Greater than six consecutive months of State service required. |
| CASAT – Court Appoint Spec Advocate Taken | A state employee may be granted leave not to exceed five hours each month to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates without a deduction in salary or loss of vacation time, sick leave, earned overtime credit or comp time. |
| COMPT – Compensatory Time Taken | Time worked in addition to an employee’s regular work schedule may be credited as comp time depending on whether the employee is designated as exempt or non-exempt under the FLSA and whether the employee has actually worked 40 hours during the week or has taken any leave during the week. |
| EDACT – Educational Activities | A parent of a child who is a student attending prekindergarten – 12th grade may use up to 8 hours of leave each fiscal year to attend educational activities for their child. Educational activities include parent-teacher conferences, tutoring, volunteer program, field trips, academic competitions, athletic, music or theater program. |
| EDSLT – Donated Sick Leave Taken | An employee may use donated sick leave once that employee’s sick leave has been exhausted, including any time the individual may be eligible to withdraw from a sick leave pool. |
| EMGNY – Emergency Leave | Employees are eligible for Emergency Leave due to a death in the employee’s family. A warning message displays when this TRC is used warning that documentation may be required when requesting this type of leave. |
| ESCKT – Extended Sick Leave Taken | If all leave balances are exhausted, an employee may request Extended Sick Leave. Extended Sick Leave is a form of paid leave and may be granted for the same reasons as Sick Leave. |
| FLSAT – Banked Overtime Taken | Instead of receiving an overtime payment for additional hours worked outside an employee’s regular work schedule, these hours are held to be taken at a time in the future as agreed upon between manager and employee. |
| FPRNT – Foster Parent Leave | Any State employee who is a foster parent to a child under the conservatorship of the Department of Family and Protective Services is entitled to a leave of absence with full pay for the purpose of attending staff meetings held by the DFPS regarding the child under the foster care of the employee, or to attend the Admission, Review and Dismissal (ARD) meeting held by a school district regarding the child. |
| HCMPT – Holiday Comp Taken | This type of leave is accrued by working on a regularly scheduled holiday. |
| JURYD – Jury Duty | An employee is entitled to serve on a jury without any deduction from wages, including a deduction for any fee or compensation the employee receives for the jury service. |
| LWPDS – Leave Without Pay – Discipline | All leave balances must be zero. |
| LWPEO – Leave Without Pay – Employee | Maximum of twelve months leave. All leave balances must be zero. |
| LWPES – Leave Without Pay – Employee Sick | All leave balances must be zero. |
| LWPFS – Leave Without Pay – Family Sick | All leave balances must be zero. |
| LWPMY – Leave Without Pay – Military | All leave balances must be zero. |
| LWPPR – Leave Without Pay – Parental | All leave balances must be zero. |
| LWPWC – Leave Without Pay – Workers Comp | No Maximum. ANLVT, SICKT, SCKBT and SCKPT balances must be zero. |
| MLTYT – Military Leave Taken | An employee who is a member of the State Military Forces or a member of reserve components of the United States Armed Forces will be granted a leave of absence up to a total of 15 working days per Federal Fiscal Year (October 1 - September 30) without any loss of salary, or any other leave to which the employee is entitled. The 15 days need not be consecutive and are to be applied to work days when the employee is engaged in training or duty, or the travel time to and from the location. |
| NGADT – National Guard Active Duty Taken | An employee who is called to active duty as a member of the National Guard by the Governor because of an emergency is entitled to receive emergency leave without loss of military or annual leave. Such leave will be provided with full pay. This leave is not limited and does not count against military leave or annual leave. |
| OHCPT – Optional Holiday Comp Taken | An employee is entitled to paid leave to observe an optional holiday (Cesar Chavez Day, Rosh Hashanah, Yom Kippur or Good Friday in exchange for relinquishing a state holiday (skeleton crew day) during the same fiscal year. If the employee fails to work a skeleton crew day in the same fiscal year, a day of vacation leave will be charged instead. |
| REGHR – Regular Hours Worked | Used when you have worked over your regular scheduled hours. Enter total number of hours worked on that day. |
| REGHW – Reg Hrs Worked on a Holiday | Used to record total hours worked on a holiday (maximum of 8 hours). |
| REGOH – RegHol Work in Lieu of Opt Hol | This Code is used on the day you work in exchange for an optional holiday. |
| RLELV – Rsrv Law Enforcement Officer Training | A state employee who is a reserve law enforcement officer is entitled to a leave of absence without a deduction in salary to attend training required under Section 1701.351, Occupations Code. May not exceed five working days every fiscal biennium. |
| SCKPT – Sick Leave Pool Taken | Must exhaust all other leave types including ESCKT, before taking sick leave pool hours. |
| SICKT – Sick Leave Taken | Additional documentation required if leave is greater than 3 days. |
| VFFTR – Volunteer Firefighter Training | Maximum of 40 hours per fiscal year. |
| VOTES – Leave to Vote | On a day in which an election is held throughout the State, employees will be allowed sufficient time off, without deduction from pay or leave time, to vote. Prior scheduling with the supervisor is required. Two (2) hours is the generally accepted maximum time allowed. |
| WELLT – Wellness Leave Taken | An employee may be awarded eight hours of wellness leave each fiscal year if a health risk assessment (HRA) and a routine physical exam is completed and appropriate forms are submitted. Wellness leave expires one year from the date awarded. |