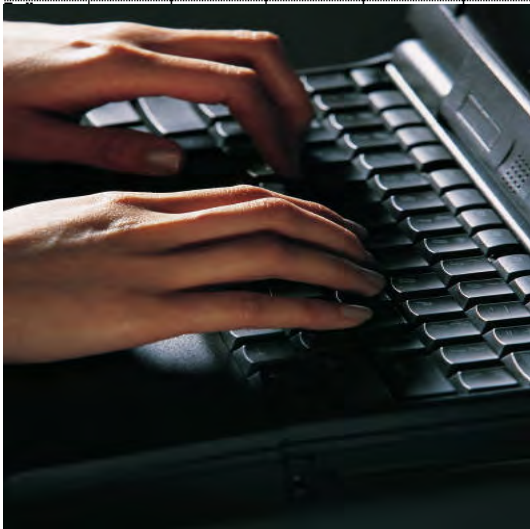


Electronic Leave Record Training Instructions

Massachusetts Department of Workforce Development Division of Unemployment Assistance		Name: Jane Doe													
Leave Record		1	2	3	4	5	6	7	8	9	10	11	12	13	14
2008															
January Sick	H					X	X					X	X		
January Annual	H	7.5				X	X	0.0				X	X		
January Personal	H					X	X	0.0				X	X		
February Sick			X	X						X	X				
February Annual			X	X						X	X				
February Personal			X	X						X	X				
March Sick		X	X					X	X						
March Annual		X	X					X	X						
March Personal		X	X					X	X						
April Sick					X	X					X	X			
April Annual					X	X					X	X			
April Personal					X	X					X	X			
May Sick			X	X					X	X		X	X	H	
May Annual			X	X					X	X		X	X	H	
May Personal			X	X					X	X		X	X	H	
June Sick		X				X	X				X	X	H		X
June Annual		X				X	X				X	X	H		X
June Personal		X				X	X				X	X	H		X
July Sick			H	X	X					X	X			X	X
July Annual			H	X	X					X	X			X	X
July Personal			H	X	X					X	X			X	X
August Sick			X	X				X	X			X	X		X
August Annual			X	X				X	X			X	X		X
August Personal			X	X				X	X			X	X		X
September Sick		H				X	X				X	X			X
September Annual		H				X	X				X	X			X
September Personal		H				X	X				X	X			X
October Sick				X	X				X	X	H			X	X
October Annual				X	X				X	X	H			X	X
October Personal				X	X				X	X	H			X	X
November Sick		X	X			X	X			H			X	X	X
November Annual		X	X			X	X			H			X	X	X
November Personal		X	X			X	X			H			X	X	X
December Sick					X	X				X	X			H	X
December Annual					X	X				X	X			H	X
December Personal					X	X				X	X			H	X
Sick Leave Balance as of 12/31/07		16.375 Hours													
	January Hours	February Hours	March Hours	April Hours	May Hours	June Hours	July Hours	August Hours	September Hours	October Hours	November Hours	December Hours			
Beginning Balance	16.375	25.750	35.125	44.500	53.875	63.250	72.625	82.000	91.375	100.750	110.125	119.500			
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			



Massachusetts Department of Workforce Development
Division of Unemployment Assistance
Office of Economic Research and Analysis



Electronic Leave Record Training Instructions

Leave Record		2008		Name: Jane Doe																							Cost Center No:		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Em				
January Sick	H																												
January Annual	H	7.5																											
January Personal	H																												
February Sick																													
February Annual																													
February Personal																													
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Sick Leave Balance as of 12/31/07		16.375																							Hours				
		January Hours	February Hours	March Hours	April Hours	May Hours	June Hours	July Hours	August Hours	September Hours	October Hours	November Hours	December Hours																
Beginning Balance		16.375	25.750	35.125	44.500	53.875	63.250	72.625	82.000	91.375	100.750	110.125	119.500																
Used Time		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000																



Created, designed, and written by Vickie Green
 Massachusetts Department of Workforce Development
 Division of Unemployment Assistance
 Office of Economic Research and Analysis

Acknowledgments

This training instruction manual was created, designed, and written by Vickie Green, under the direction of Dawn McElaney. I would like to extend my appreciation to Diane Aronson, Information Systems Department for her expertise in assisting with the final editing of the training manual and for providing her knowledge with training instruction tips. Additional acknowledgment: Sonny Vo, Reproduction Unit. Last, but not least Chief Economist Elliot Winer and Economic Analysis Office staff.

Electronic Leave Record Reference Guide

The Electronic Leave Record workbook was created in Microsoft Excel. The Excel workbook consists of **22 worksheets**.

There are **three (3) tab categories** located on the bottom of the workbook: **Time Codes**, **Use/Lose Time**, and **20 blanks**:

- **Time Codes**: Descriptions of the payroll “time reporting codes”
- **Use/Lose Time**: How to figure out use/lose annual time
- **Blank(s)**: Input leave data for up to twenty (20) employees

For Electronic Leave Record program technical assistance contact:
Vickie Green, Office of Economic Research and Analysis
Phone: (617) 626-6455 Email: Vgreen@detma.org

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- Page 14-15:** New Helpful Features “To View the total calculation of sick, annual and sick in family (SIF) leave”
- Last Pages:** Includes “Time Reporting Codes” and “Use/Lose Time”

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How to Create Electronic Leave Record for Employees Training Instructions

Before you begin make sure you have the blank Electronic Leave Record Excel workbook on screen.

Each worksheet blank tabs is for each individual employee's leave record information.

Leave Record		Massachusetts Department of Workforce Development Division of Career Services																				Name:		Cost Center No:			
2008		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22				
January Sick	H					X	X						X	X							X	X	H				
January Annual	H	0.000				X	X						X	X							X	X	H				
January Personal	H	0.000				X	X						X	X							X	X	H				
February Sick		X	X								X	X						X	X	H							
February Annual		X	X								X	X						X	X	H							
February Personal		X	X								X	X						X	X	H							
March Sick		X	X						X	X							X	X	H						X		
March Annual		X	X						X	X							X	X	H						X		
March Personal		X	X						X	X							X	X	H						X		
April Sick					X	X							X	X							X	X	H				
April Annual					X	X							X	X							X	X	H				
April Personal					X	X							X	X							X	X	H				
May Sick			X	X							X	X							X	X					X		
May Annual			X	X							X	X							X	X					X		
May Personal			X	X							X	X							X	X					X		
June Sick		X						X	X						X	X			H					X	X		
June Annual		X						X	X						X	X			H					X	X		
June Personal		X						X	X						X	X			H					X	X		
July Sick				H	X	X							X	X							X	X					
July Annual				H	X	X							X	X							X	X					
July Personal				H	X	X							X	X							X	X					
August Sick			X	X						X	X							X	X								
August Annual			X	X						X	X							X	X								
August Personal			X	X						X	X							X	X								
September Sick		H				X	X						X	X										X	X		
September Annual		H				X	X						X	X										X	X		
September Personal		H				X	X						X	X										X	X		
October Sick					X	X						X	X	H						X	X						

1. Right click on **Blank(1)** tab and select rename.
2. Type employee first name initial and last name for example: **J. Smith**.
3. In the worksheet at the top where you see **Name, Cost Center Number and Employee ID Number**, enter employee's information in the appropriate blank lines and spaces provided.

Leave Record		Massachusetts Department of Workforce Development Division of Career Services																				Name: Jane Smith		Cost Center No: 4410		Unit: 1 1 1 1 1 1					
2008		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	EILB									
January Sick		X	X	7.500					X	X	HVC					X	X														
January Annual		X	X						X	X	H					X	X							7.500							
January Personal		X	X						X	X	H					X	X														
February Sick						X	X	H		NOP			X	X																	
February Annual						X	X	H					X	X																	
February Personal				7.500		X	X	H					X	X																	
March Sick					X	X	X	H					X	X							X	X									
March Annual					X	X	X	H					X	X							X	X				7.5					
March Personal					X	X	X	H					X	X							X	X									

How to enter carry-over sick and annual balances for the first of the year.

1. Scroll down to the section where you see **“Sick and Annual balance as of 1/1/09”**. Type in the unused hours for sick and annual leave on the blank lines provided. (Refer to diagram below).

Sick Leave Balance as of 1/1/2008										
	January Hours	February Hours	March Hours	April Hours	May Hours	June Hours	July Hours	August Hours	September Hours	October Hours
Beginning Balance	0.000	9.375	18.750	28.125	37.500					
Used Time	0.000	0.000	0.000	0.000	0.000					
Ending Balance	0.000	9.375	18.750	28.125	37.500					
Earned	9.375	9.375	9.375	9.375	9.375					
Annual Leave Unused as of 1/1/2008: 0.000 Hours										
Use or Lose: -187.500										
Beginning Balance	0.000	15.625	31.250	46.875	62.500	78.125	93.750	Alert Use/Lose 109.375	125.000	140.625
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Ending Balance	0.000	15.625	31.250	46.875	62.500	78.125	93.750	109.375	125.000	140.625
Earned	15.625	15.625	15.625	15.625	15.625	15.625	15.625	15.625	15.625	15.625
Personal Leave as of 2008 Allowance: 22.500 Hours										
Beginning Balance	22.500	22.500	22.500	22.500	22.500	22.500	22.500			
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000			
Ending Balance	22.500	22.500	22.500	22.500	22.500	22.500	22.500			

For sick leave balance type here

For annual leave balance type here

For those employees who receive less than 22.5 of personal leave you must change here

2. This is where you enter the monthly annual time earned for the month of January. You must type the correct time earned for that employee.

Where would you enter the allowed annual carry-over hours for an employee?

- Scroll over to the right to yellow shaded area where you see **“Carry-Over Annual Time Allowed”**. Enter the correct allowed carry-over annual time applies to that employee. (Refer to diagram below).

	June Hours	July Hours	August Hours	September Hours	October Hours	November Hours	December Hours		
00	46.875	56.250	65.625	75.000	84.375	93.750	103.125		
30	0.000	0.000	0.000	0.000	0.000	0.000	0.000		
30	46.875	56.250	65.625	75.000	84.375	93.750	103.125	Beginning of Next Year Sick Leave Total:	112.500
75	9.375	9.375	9.375	9.375	9.375	9.375	9.375		
Use or Lose: 0.000									
			Alert Use/Lose 0.000						
00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	Annual New Year Total:	0.000
30	0.000	0.000	0.000	0.000	0.000	0.000	0.000	Carry-Over Annual Time Allowed:	0.000
30	0.000	0.000	0.000	0.000	0.000	0.000	0.000		
00	0.000	0.000	0.000	0.000	0.000	0.000	0.000		0.000

How to enter unused Comp Time carried over from previous year?

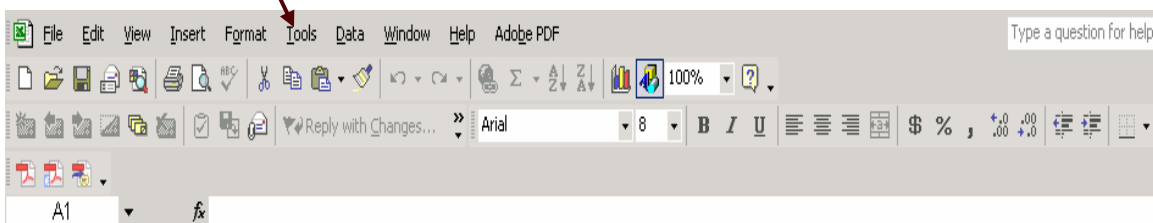
- Scroll down to the second page and if the employee has any comp time **unused as of 2009** enter hours on the blank line provided. (Refer to diagram below).

December Comp Time Earned				X	X					X	X					X	X		
December Comp Time Used				X	X					X	X					X	X		
December Not On Payroll (NOP)				X	X					X	X					X	X		
Comp Time: Unused as of 2008				0.000		Hours													
	January	February	March	April	May	June	July	August	September										
Beginning Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Used Time Ending Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Earned Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

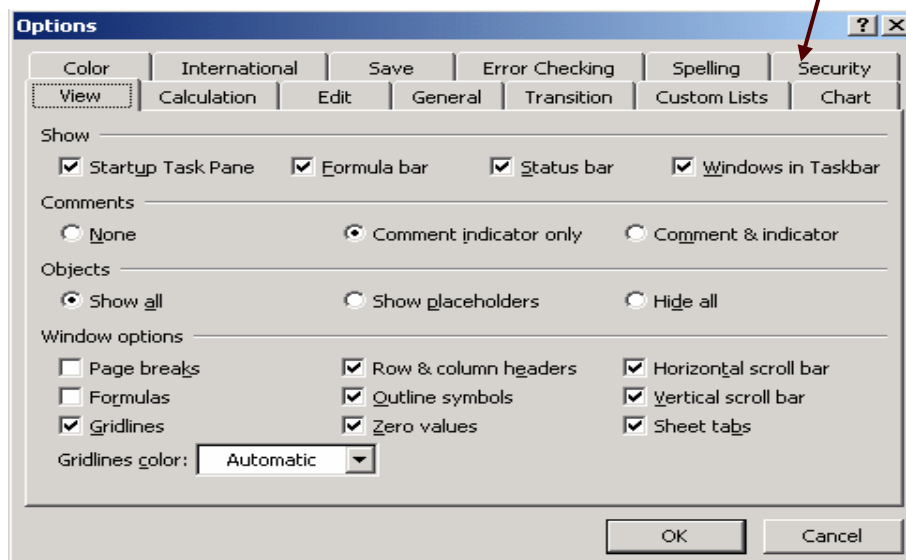
How to Create a Password to Protect Workbook

For Agency security purposes you must create a password to protect this workbook before saving.

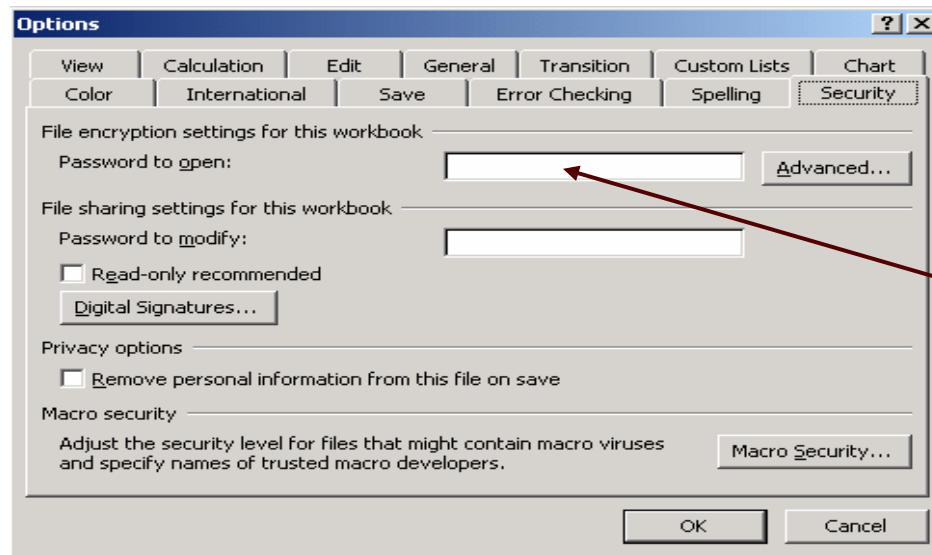
1. Click on **Tools** in the toolbar and then select **Options**.



2. The **Options Box** is on screen, then click on the **Security** tab.



3. Where you see **Password to open**: inside the box type in a password. Once you have typed in your password click on **OK**.



Create your Password here

4. Another box will show on screen prompting Reenter password to proceed and type in the same password then click **OK**.
5. Go up to **File** located on the toolbar and select **Save As**, and rename this file.

Note: Make sure you save this file to a central location i.e. on your department's share drive so "backup" and manager(s) can have access.

How to Enter Leave Time Being Used for Each Month

To enter weekly sick or sick in family leave being use.

1. Jane Smith has taken 7.5 hour sick in family on January 9th. (See diagram below for example).

Massachusetts Department of Workforce Development
Division of Unemployment Assistance

Leave Record Name: Jane Smith

2008	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
January Sick	H	✓	✓	✓	X	X	✓	✓	7.500	✓	✓	X	X	7.500	✓
January Annual	H				X	X			SIF			X	X		
January Personal	H											X	X		
February Sick	✓	X							X	X	✓	✓	✓	✓	
February Annual		X							X	X					
February Personal		X							X	X					7.500
March Sick	X	X						X	X	✓	✓	✓	✓	✓	X
March Annual	X	X						X	X						X
March Personal	X	X						X	X						X

Example: Enter 7.5 for Sick in Family here

Example: Enter 7.5 for regular Sick Leave

Example: Must enter SIF code underneath

Example: Enter 7.5 for Personal

2. Enter personal leave taken on February 16th (this is where you would type in 7.5). This will also apply to enter vacation leave. (See diagram above for example).

To enter holiday work code and actual time earned.

Massachusetts Department of Workforce Development
Division of Unemployment Assistance

Leave Record Name: Jane Smith

Cost Center No: 4410 Unit: Employee ID No.: 1 1 1 1 1 1

2008	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	EILB
January Sick	X	X	7.500	✓	✓	✓	✓	X	X	HWC	✓	✓	✓	✓	X	X	✓	✓	✓		
January Annual	X	X						X	X	H					X	X				7.500	
January Personal	X	X						X	X	H											

Example: Enter Holiday Work Code "HWC"

1. Enter time code (HWC) on holiday cell located on first page of leave record showing that this person worked on that holiday. For example: person worked January 19th this is where you would type in code. (See diagram above for example).

- Then scroll down to the **Comp Time** section. Type **7.5** on the comp time earned line. (See diagram below for example).

Example:
Enter 7.5 for Comp Time Earned

2008	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
January Comp Time Earned	H	0.000			X	X						X	X						X	X	7.500					X	X
January Comp Time Used	H	0.000			X	X						X	X						X	X	H					X	X
January Not On Payroll (NOP)	H	0.000			X	X						X	X						X	X	H					X	X
February Comp Time Earned		X	X						X	X						X	X	H						X	X		
February Comp Time Used		X	X	7.500					X	X						X	X	H						X	X		
February Not On Payroll (NOP)		X	X						X	X						X	X	H		7.500				X	X		

- For holiday comp that is used, enter the code **(CIH)** located on first page of leave record example: (Jane worked on **January 19th** holiday. Now she is using the holiday comp day on **February 4th**). (See diagram below for example).

Example:
Enter Holiday Comp code "CIH"

2008		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
January Sick	H					X	X			7.500			X	X	7.500	
January Annual	H					X	X			SIF			X	X		
January Personal	H					X	X						X	X		
February Sick			X	X	CIH	3.500				X	X					
February Annual			X	X						X	X					
February Personal			X	X						X	X					7.500
March Sick		X	X							X	X					X
March Annual		X	X							X	X					X
March Personal		X	X							X	X					X

- Then scroll down to the **Comp Time Used** line (this is where you would type 7.5 being used). (See diagram below for example).

Example:
Enter 7.5 for Comp Time Used

2008	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
January Comp Time Earned	H	0.000			X	X													X	X	7.500					X	X	
January Comp Time Used	H	0.000			X	X													X	X	H					X	X	
January Not On Payroll (NOP)	H	0.000			X	X													X	X	H					X	X	
February Comp Time Earned		X	X						X	X								X	X	H				X	X			
February Comp Time Used		X	X	7.500					X	X								X	X	H				X	X			
February Not On Payroll (NOP)		X	X						X	X								X	X	H		7.500			X	X		

To enter unpaid medical leave codes.

1. Enter medical sick leave unpaid code (MFNMN) in the cells located on first page of leave record. For example: this person was charged unpaid medical leave from June 2nd thru June 6th this is where you would type in code. (See diagram below for example).

Example:
Enter Medical Leave Unpaid Code "MFNMN"

	2	3	4	5	6	7	8	9	10	11	12
				X	X		7.000				X
April Personal				X	X						X
May Sick	✓	✓	X	X	✓	3.500	3.500	✓	✓	X	X
May Annual			X	X			2.500			X	X
May Personal			X	X						X	X
June Sick	X	MFNMN	MFNMN	MFNMN	MFNMN	MFNMN	X	X	✓	✓	✓
June Annual	X						X	X			
June Personal	X						X	X			

2. Then scroll down to the next page to June Not on Payroll line (this is where you would type 7.5 being charged for the week). (See diagram below for example).

2008	1	2	3	4	5	6	7
April Comp Time Earned					X	X	
April Comp Time Used					X	X	
April Not On Payroll (NOP)					X	X	X
May Comp Time Earned			X	X			X
May Comp Time Used			X	X			X
May Not On Payroll (NOP)			X	X			X
June Comp Time Earned	X					X	X
June Comp Time Used	X					X	X
June Not On Payroll (NOP)	X	7.500	7.500	7.500	7.500	7.500	X

Example:
Enter 7.5 unpaid time for the week

How to Enter Extended Leave Illness Bank (ELIB) Time Being Charged

To enter leave time that is being used for the Extended Illness Leave Bank purpose.

- Go to the month where leave was charged and then scroll over to the blue shaded area where you see the “ELIB column” for example: 7.5 annual was used in March for the Extend Leave Illness Bank (ELIB). (See diagram below for example).

Leave Record		Jane Smith																Cost Center No: 4410						Unit:					
2008		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	ELIB	1	1	1	1	1	1	
January Sick		X	X	7.500	↓	↓	↓	↓	X	X	HVC	↓	↓	↓	↓														
January Annual		X	X						X	X	H																		
January Personal		X	X						X	X	H																		
February Sick		↓	↓	↓		X	X	H	↓	NOP	↓	↓	X	X	↓														
February Annual						X	X	H					X	X															
February Personal				7.500		X	X	H					X	X															
March Sick		↓	↓	↓	X	X	H	↓	↓	↓	↓	X	X	↓	↓	↓	↓	↓	↓	↓	↓					X	X		
March Annual					X	X	H					X	X													X	X		
March Personal					X	X	H					X	X													X	X		

Example:
Enter 7.5 for ELIB

How to Create Electronic Leave Record for New Employees

How to prepare an electronic leave record for a new employee?

- Simply repeat instructions from pages 1.

Scroll down to sick, annual and personal leave section.

1. At the beginning of each section where you see “balance as of 1/1/09” for sick and annual do not touch.
2. Go to the month of January’s sick and annual time earned. Enter zero “0”. (See diagram below for example).

Sick Leave Balance as of			Hours						
	January Hours	February Hours	March Hours	April Hours	May Hours	June Hours	July Hours	August Hours	September Hours
Beginning Balance	0.000	9.375	18.750	28.125	37.500	46.875	56.250	65.625	75.000
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Ending Balance	0.000	9.375	18.750	28.125	37.500	46.875	56.250	65.625	75.000
Earned	9.375	9.375	9.375	9.375	9.375	9.375	9.375	9.375	9.375
Annual Leave Unused as of 1/1/2009:			0.000				Hours		
Use or Lose:			0.000						
Alert Use/Lose									
Beginning Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Ending Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Earned	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Personal Leave as of 2009 Allowance:			22.500				Hours		
Beginning Balance	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500
Used Time	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Ending Balance	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500	22.500

Example:
Must change to zero “0”

Example:
If this person started accruing sick time in June, enter 9.375

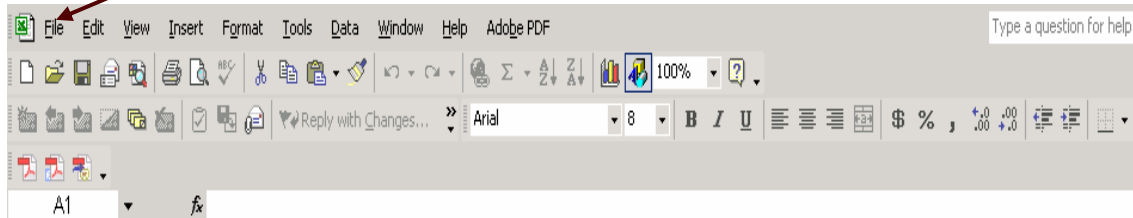
Example:
Also if this person started accruing vacation time in June, enter 6.250 here

3. Next enter actual hours employee started accumulating for sick and annual earned time. For example: if this employee started accumulating leave in June enter in earned time. (See diagram above for example).
4. Scroll over to the yellow shaded area where you see the “Carry-Over Annual Time Allowed”. You must type in the correct time that is allowed for that employee. (If you do not know allowed time refer to the Use/Lose Time Guide).
5. You must save this file to update any changes.

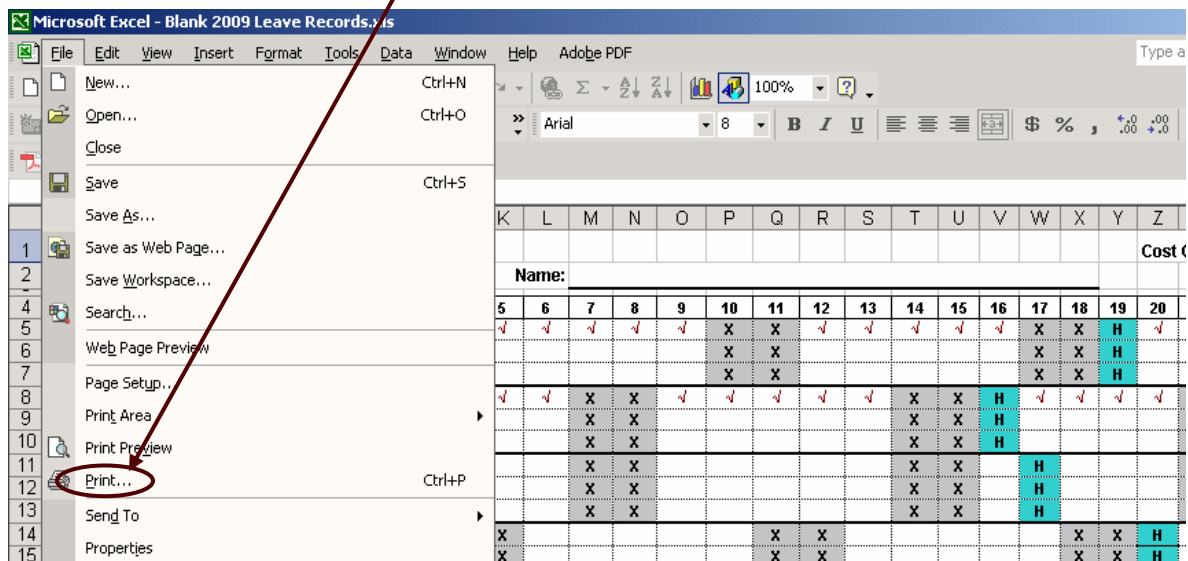
How to Print an Electronic Leave Record

How to print an electronic leave record?

- Position your cursor at the beginning of the spreadsheet and then in the toolbar above click on **File**.



- Then scroll down and select **Print** and click on **OK**



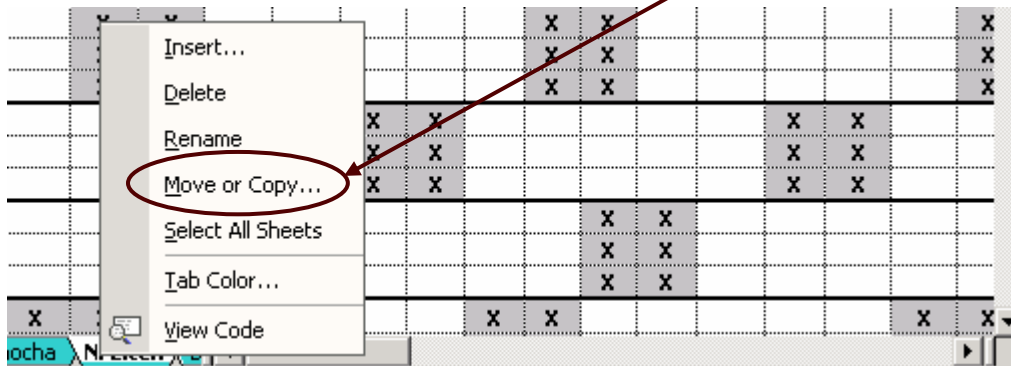
Note: The leave record spreadsheets are automatically setup to print on legal size paper only.

How to Move an Individual Employee's Electronic Leave Record into a Separate Excel Workbook

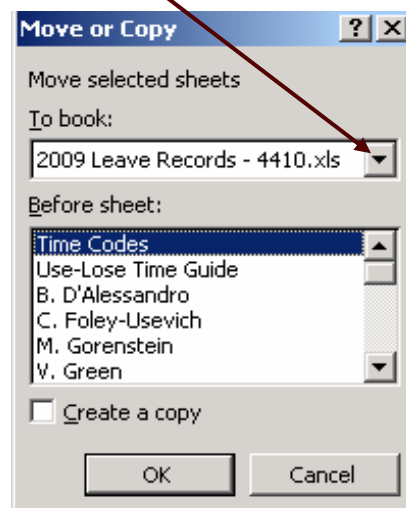
How to move an individual employee's electronic leave record into a separate Excel workbook?

(For example, if an employee is being transferred to another department the timekeeper of the new department would need employee's electronic leave record).

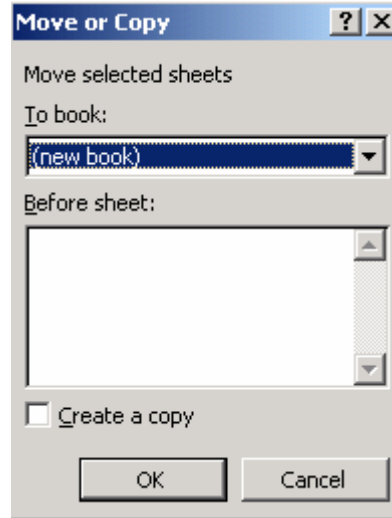
- Right click on the **employee leave record Tab** and then select **Move or Copy**.



- Once you have selected **Move or Copy** the box below will show on screen. Then click on the arrow for the **To book** and then select (new book).



- Once you have selected **new book** the box below will show on screen, and then click on **OK**.



New Helpful Features Added to the Electronic Leave Record

Now you will be able to view total calculations of; sick, annual, sick in family (SIF) and sick medical (SICM) leave used from January through June 2011 and July through December 2011.

Scroll down to the “Beginning Balance as of 1/1/2011” sick section at this point scroll to the right to the shaded areas that is located after November and December hours columns. (Refer to diagram below).

Grand Total Hours of Sick Used:

Here you can view grand total calculations of: **Sick, SIF and SICM** used from January through June, 2011

November Hours	December Hours		
78.750	73.125	Grand Total Hours of Sick Including Sick In Family (SIF) & (SICM) Used from January-June, 2011:	7.500
15.000	15.000	Grand Total Hours of Sick Including Sick In Family (SIF) & (SICM) Used from July-December, 2011:	37.500
63.750	58.125	Beginning Balance of Next Year Sick Leave Total:	67.500
9.375	9.375	Total Hours of Sick In Family (SIF) & (SICM) Used from January-June, 2011:	7.500
0.000	0.000	Total Annual Leave Used:	0.000
0.000	0.000	Annual New Year Total :	0.000
0.000	0.000	Carry-Over Annual Time Allowed:	0.000
0.000	0.000	Total Hours of Sick In Family (SIF) & (SICM) Used from July-December 2011:	30.000

Grand Total Hours of Sick Used:

Here you can view grand total calculations of: **Sick, SIF and SICM** used from July through December, 2011

To view total calculations of: actual sick in family, medical sick (SIF and SICM), and annual leave used. (Refer to diagram below).

Total Sick in Family (SIF) & (SICM) Leave Used:

Here you can view total calculations of **SIF and SICM** used from January through June, 2011

November Hours	December Hours	Grand Total Hours of Sick Including Sick In Family (SIF) & (SICM) Used from January-June, 2011:	7.500	Grand Total Hours of Sick Including Sick In Family (SIF) & (SICM) Used from July-December, 2011:	37.500
78.750	73.125	Beginning Balance of Next Year Sick Leave Total:	67.500	Total Hours of Sick In Family (SIF) & (SICM) Used from January-June, 2011:	7.500
15.000	15.000	Total Annual Leave Used:	0.000	Total Hours of Sick In Family (SIF) & (SICM) Used from July-December 2011:	30.000
63.750	58.125	Annual New Year Total:	0.000		
9.375	9.375	Carry-Over Annual Time Allowed:	0.000		
0.000	0.000				
0.000	0.000				
0.000	0.000				

Total Annual Leave Used:

Located here is where you can view the total calculation of hours

Total Sick in Family (SIF) & (SICM) Leave Used:

Here you can view total calculations of **SIF & SICM** used from July through December, 2011

Time Reporting Codes

Description	Time Reporting Codes	Description	Time Reporting Codes
Bereavement Leave (Allow 4 days off cannot be taken in partial amount, it has to be an increment of 1 whole day)	BRL	Overtime Premium (Over 2.5 hours)	OTP
Blood Donation (Maximum of 4 hours) - Results in a payment	BLD	Overtime Straight (2.5 hours) -- Overtime @ straight time until meeting 40 eligible hours during the work week	OTS
Call Back Pay - Paid (hours..employee is "called back" to work when not scheduled..only designated employees)	CBP	Personal Family Leave Week 3-26 (Paid)	PERM
Comp Time Earned (Results in hours added to comp time bank)	COM	Personal Leave - (Paid)	PER
Comp Time Family Leave Week 3-26 - (Paid)	CMTM	Personal Medical Leave Week 1-26 - (Paid)	PERNM
Comp Time Medical Leave Week 1-26 - (Paid)	CMTNM	Personal Non FMLA Family Leave - (Paid)	PERFM
Comp Time Non FMLA Family Leave - (Paid)	CMTFM	Regular Time - (Paid) Regular Hours	REG
Comp Time Taken In-Lieu of Holiday (Floating holidays such as 3/17& 6/17)	CIH	Sick Family Leave Week 3-26 - (Paid)	SICM
Comp Time Used - Results in payment and reduction in comp time earned hours	CMT	Sick in Family - (Paid)	SIF
Family Leave Week 9-52 (Unpaid)	MFMM	Sick Leave - (Paid)	SIC
FMLA Family Leave (Unpaid)	FAM	Sick Medical Leave Week 1-26 - (Paid)	SICNM
Furlough No Work - Results in payment (Typically reported in whole or half days)	FNW	Sick Non FMLA Family Leave - (Paid)	SICFM
Holiday Pay - Results in employee being paid straight time for the Holiday	HLN	Sick Used Bank (EILB)	SUB
Holiday Worked - Comp Time Earned (Floater holiday, must work holiday in order to use this code, result is hours awarded to comp time earned bucket up to 7.5 hrs)	HWC	Skeleton Force	SNO
Holiday Worked - Paid (Use this code when worked the holiday but wants to be paid for having worked in addition to regular holiday, no comp time awarded)	HOL	Skeleton Force (Non-weather)	SKE
Industrial Accident Approved (Unpaid)	IAC	Standby Pay - Paid (Based on a pre-determined rate)	SBY
Industrial Accident Hearings (Paid)	IAH	Suspension - (Paid)	SUP
Industrial Accident Pending (Unpaid)	IAP	Suspension - (Unpaid)	SNP
Jury Duty (Paid)	JDP	Union Leave - (Paid)	UNP
Leave With Pay (Paid)	LWP	Union Leave - Unpaid - (Benefits)	UUB
Leave Without Pay - Authorized	LNP	Union Leave Unpaid - (No Benefits)	UUN
Leave Without Pay - Illness	INP	Vacation Family Leave Week 3-26 - (Paid)	VACM
Leave Without Pay - Unauthorized	LVUA	Vacation Leave - (Paid)	VAC
Maternity/Adoption Leave Week 1-2 (Paid)	REGM	Vacation Medical Leave Week 1-26 - (Paid)	VACNM
Maternity/Adoption Leave Week 3-8 (Unpaid)	MUM	Vacation Non FMLA Family Leave - (Paid)	VACFM
Medical Leave Week 1-26 (Unpaid)	MFNM	Voluntary Community Service Leave - (Paid)	CSV
Military Leave - Paid (Allow 17 days of military leave with pay)	LWP	Voluntary Foster Care Paid Leave 1 Day/Month - (Paid)	VLFOS
Military Leave (Unpaid)	MIL	Voluntary Service Leave - (Paid)	VSL
Non FMLA Family Leave Week 1-26 (Unpaid)	MFMM	Voluntary Youth Mentoring Leave - (Paid)	MEN
Not on Payroll (Resigned, terminated, retired and inactive) -- Unpaid	NOP	Voting Leave (Maximum of 2 hours) - (Paid)	VOT

How To Figure Out Use/Lose Time

Employees will not receive their December 2008 accruals until the first of January 2009 so therefore we'll need to add that accrual amount with the current leave balance to determine the use/lose time.

Vacation Leave Balance (Use/Lose Chart for Full-Time Employee)

<u>Years of Employment</u>	<u>Accumulated Hours</u>	<u>Accumulated Weeks</u>	<u>Carry-Over Allowed</u>
0 - 4½ Years	6.250 Hours	2 Weeks	150 Hours
4½ - 9½ Years	9.375 Hours	3 Weeks	225 Hours
9½ - 19½ Years	12.500 Hours	4 Weeks	300 Hours
19½ - Beyond	15.625 Hours	5 Weeks	375 Hours

Example:


Cynthia current vacation leave balance is **364.125 hours** and she has been working here for over 20 years.

Step 1: Add current leave balance (**364.125**) with the December accrual (**15.625**) to get the total amount of leave balance for the year 2006.

$$364.125 + 15.625 = 379.750$$

Step 2: According to the chart, Cynthia carry over amount is 375 hours. Therefore, Cynthia **use/use time comes to 4.750 hours.**

Completed 9/18/2008



*Massachusetts Department of Workforce Development
Division of Unemployment Assistance
Office of Economic Research and Analysis*



Last Revised: December, 2010