



Leave Reporting and Additional Time Reference Guide

Leave Description	Leave Type	Entry Source	Earned in:
Alternate Day Off (ADO) Earn	ADO	Absence and Additional Time Worked Report	Days
Bereavement/Funeral		AM Self-Service	Hours
Compensatory Time (CTO) Earn *CTO - Premium *CTO - Straight	CTO-P CTO-S	Absence and Additional Time Worked Report	Hours
Compensatory Time (CTO) Take	CT01	Absence and Additional Time Worked Report	Hours
Dock - Informal Leave *AWOL - Unapproved Leave *L - Informal Leave	A - AWOL L - Informal	Absence and Additional Time Worked Report	Hours
Emergency Military Leave	EM01	Absence and Additional Time Worked Report	Hours
Holiday ADO Expiring Take	ADOT	Absence and Additional Time Worked Report	Days
Holiday Credit Earn	HC05	Absence and Additional Time Worked Report	Hours
Holiday Credit Take	HC01	Absence and Additional Time Worked Report	Hours
Holiday CTO Take	CT01	Absence and Additional Time Worked Report	Hours
Jury Duty		AM Self-Service	Hours
Maternity/Parental/Adoption Leave	MP01	Absence and Additional Time Worked Report	Hours
Military Leave	ML01	Absence and Additional Time Worked Report	Hours
MPP Paid Administrative Leave	ADML	Absence and Additional Time Worked Report	Days
No Leave Taken		AM Self-Service	Days
Personal Holiday		AM Self-Service	Days
Sick Leave - Bereavement		AM Self-Service	Hours
Sick Leave - Family Care		AM Self-Service	Hours
Sick Leave - Self		AM Self-Service	Hours
Union Time	UT01	Absence and Additional Time Worked Report	Hours
Vacation		AM Self-Service	Hours

Supplemental Payment Request Documentation	Use	Reported in:
Authorization for Shift Differential	Reporting of Evening and Night Shift	Hours
Authorization Emergency Pay and Overtime	Reporting of Emergency Pay, Holiday OT (*UPD only), Premium, Straight and Call Back hours	Hours