



# CAL STATE EAST BAY

## Leave Reporting and Additional Time Reference Guide

Leave Description	Leave Type	Entry Source	Earned in:
Alternate Day Off (ADO) Earn	ADO	<a href="#">Absence and Additional Time Worked Report</a>	Days
Bereavement/Funeral		AM Self-Service	Hours
Compensatory Time (CTO) Earn *CTO - Premium *CTO - Straight	CTO-P CTO-S	<a href="#">Absence and Additional Time Worked Report</a>	Hours
Compensatory Time (CTO) Take		AM Self-Service	Hours
Dock - Informal Leave *AWOL - Unapproved Leave *L - Informal Leave	A L	<a href="#">Absence and Additional Time Worked Report</a>	Hours
Emergency Military Leave	EM01	<a href="#">Absence and Additional Time Worked Report</a>	Hours
Holiday ADO Expiring Take		AM Self-Service	Days
Holiday Credit Earn	HC05	<a href="#">Absence and Additional Time Worked Report</a>	Hours
Holiday Credit Take		AM Self-Service	Hours
Holiday CTO Take		AM Self-Service	Hours
Jury Duty		AM Self-Service	Hours
Maternity/Parental/Adoption Leave	MP01	<a href="#">Absence and Additional Time Worked Report</a>	Hours
Military Leave	ML01	<a href="#">Absence and Additional Time Worked Report</a>	Hours
MPP Paid Administrative Leave	ADML	<a href="#">Absence and Additional Time Worked Report</a>	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	<a href="#">Absence and Additional Time Worked Report</a>	Hours
Vacation		AM Self-Service	Hours

Supplemental Payment Request Documentation	Use	Reported in:
<a href="#">Authorization for Shift Differential</a>	Reporting of Evening and Night Shift	Hours
<a href="#">Authorization of Emergency Pay an Overtime</a>	Reporting of Emergency Pay, Holiday OT (*UPD only), Premium, Straight and Call Back hours	Hours