

TimeClock Plus at Lehigh University: Exempt Staff Time Code Reference Guide

Code	Description	Purpose	Policy Reference
220	FMLA Leave	To record unpaid FMLA leave hours. FMLA leave supplemented with excused absence or vacation time should be reported using those time categories.	Office of Human Resources "Family and Medical Leave Policy for Staff"
500	Floating Personal Holiday	To report hours away from work for observation of religious or other special days.	See the notes that accompany the Office of Human Resources fiscal year Holiday Schedule.
510	Vacation	To report hours away from work for vacation.	Office of Human Resources "Vacation Policy"
520	Excused Absence	To report hours away from work for sick or excused absences.	Office of Human Resources "Sick Leave or Excused Absence for Exempt Staff Policy"
550	Bereavement	To report hours away from work for Funeral Leave.	Office of Human Resources "Funeral Leave Policy."
560	Jury Duty	To report hours away from work to serve on Jury Duty.	Office of Human Resources "Jury Duty Policy"
570	Military Duty	To report hours away from work for military leave.	Office of Human Resources "Military Leave Policy"
581	Absence No Pay-Vacation	To report vacation hours without pay.	Office of Human Resources "Vacation Policy"
582	Absence No Pay - Sick	To report excused absence without pay.	Office of Human Resources "Sick Leave or Excused Absence for Exempt Staff Policy"