Workday Time Off Codes - Explanation of Use (for full information about these policies, please refer to the Employee Handbook)

Bereavement
To report bereavement hours.

Family Care Absence – Sick
To report hours covered by the Maine Family Care Act. Employees may use up to 40 hours each calendar year to care for an ill spouse/partner, child or parent. Time may be deducted from available sick time bank.

Family Care Absence – Vacation
To report hours covered by the Maine Family Care Act. Employees may use up to 40 hours each calendar year to care for an ill spouse/partner, child or parent. Time may be deducted from available vacation time bank.

Holiday Worked Saved
To report holiday hours when the employee works on the holiday and elects to add the holiday hours to their vacation bank. Employee will be paid their regular pay for hours worked.

Jury Duty
To report hours when called for jury duty or witness leave. Employees must submit a copy of their summons to their manager as well as proof of jury service (signed jury slip).

Military Leave – Unpaid

Military Leave – Vacation
To report vacation time on military leave. Employees must present a copy of their military orders to their manager and Human Resources.

No Time Off Taken This Month
Use this code on the last day of the month if no time is taken off during the month.

Personal Emergency – Sick
To report personal emergency due to a family illness or other unscheduled emergencies. This time off code draws from sick time accruals. Up to a total of 16 hours (pro-rated for part-time employees) may be used per calendar year.

Personal Emergency – Vacation
To report personal emergency due to a family illness or other unscheduled emergencies. This time off code draws from vacation time accruals. Up to a total of 16 hours (pro-rated for part-time employees) may be used a calendar year.

Sick
To report sick hours due to personal illness or medical/dental appointments.

Special Day Off Saved
To report hours when the President declares a Special Day Off AND the employee must work. Hours (equal to the number of hours worked) will be added to employee’s vacation bank for use at a later date.

Vacation
To report vacation time.

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