

ACCEPTABLE ATTENDANCE CODES

CODE	TITLE	DEFINITION	NOTES
AE	Absent Excused	Used for salaried staff, or seasonal employees, on excused non-worked and non-paid days.	Applicable for seasonal employees who do not have vacation time. AE's must be requested in writing at least 24 hours in advance of the requested day and are approved at the discretion of the supervisor. AE's are commonly used for situations such as court dates. Employees may be required to provide supporting documentation along with their written request.
SP	Sick Paid	Paid sick time off granted by the employer at the request of the employee.	Employees who are granted sick time can use this time for bonafide illnesses, as long as their balance remains positive.
MD	Medical Disability	Non-paid, non-worked time for medical disability	Employee has non-work related injury or surgery, all paid sick time is exhausted, and the additional time-off is of a short duration that would make a Medical Leave impractical.
V V	Vacation	Employee uses pre-approved paid vacation day.	Employees shall make vacation picks at a time and in a manner currently provided by their Department.
V V F	Vacation Float	Paid Vacation leave granted by the employer at the request of the employee.	Employees may receive up to 5 of their vacation days one or more days at a time, and must be approved by the department, but cannot be unreasonably withheld.
V V S	Vacation - Sick	Paid Vacation leave granted by the employer at the request of the employee, when the employee is sick.	Employees may designate up to 5 days of their vacation days as sick days to cover periods of bonafide medical illness. Once these days are exhausted, any additional days taken are coded as either "SN" or "AN," depending on how the absence is or is not reported to the timekeeper.