

Old Exempt Code	New Code	Description	Definition
ADE	ADM	Leave-Administrative	Use in conjunction with KAR 1-9-19 (Relief from Duty). (see K.A.R. 1-2-74)
AVE	AVD	Leave-Advancement	Leave Advancement for purposes listed in Ex. Order 09-08 and Bulletin 09-05. Eff 10/18/09
DDE	DDY	Leave-Discretionary Day	Enter appropriate number of hrs for eligible exempt employees. Only use on one day.
DNE	DON	Leave-Donor	Paid donor lve for certain benefits elig ee's covered by Exec. Order 2001-02
DSE	DIS	Leave-Disaster	Used for Class/Unclass ee who is a certified disaster service volunteer of Am Red Cross
FNE	FNL	Leave-Funeral	Hours entered for death of close relative up to max per K.A.R. 1-9-12
HCE	HCT	Leave-Hol Comp Time Taken	Reduces Holiday Comp Time hours by the number of hours entered K.A.R. 1-9-2
HDE	HDC	Holiday Credit-Paid-1.0	Hrs earned for a holiday. If not used on actual holiday, enter as HCC. When use, enter HCT K.A.R. 1-9-2
INE	INJ	Leave-Injury	Job Injury Leave per K.A.R. 1-9-22
IWE	IWN	Leave-Inclement Weather	Lve recorded when Incl. Wthr declared by Gov or designee accord to Inclement Weather Policy
JRE	JRY	Leave-Jury Duty	Jury duty entered in qtr hr increments per K.A.R. 1-9-8
KME	KMP	Kansas Mentor Program	Up to 90 minutes per pay period w/ approved Gold Star Partner. Bulletin 08-03; Ex. Order 08-10
KOE	KOS	Leave-Union Business	Leave for KOSE Union Reps used in 1 hour increments. Shall not exceed 800 hrs total usage/yr
MAE	MAC	Meet/Confer-DofA Auth.	Used in rare cases during meet & confer. <u>Must</u> be authorized by the DofA
MIE	MIL	Leave-Military Duty	Military Leave. refer to KAR 1-9-7a, 1-9-7b & 1-9-7c
RFE	RFD	Relief From Duty W/Pay	Used by Judicial and Executive Branches only. Others refer to Administrative Leave (ADM)
SCE	SCK	Leave-Sick	Entered in 1/2 or full day increments for exempts; others .25
SHE	SHL	Leave-Shared	Shared leave hours reported by recipient in 1/2 or full day increments for exempts; others .25 (K.A.R. 1-9-23)
VAE	VAC	Leave-Vacation	Entered in 1/2 or full day increments for exempts; others .25
WCE	WCH	Workers Comp Hours	Hrs covered by workers comp wage replacement - defaulted into timesheet from SSIF in .25 increments
WSE	WSL	Work Comp-Sick Leave	Sick leave taken to supplement workers comp adj- can enter in .25 hour increments on a single day
WTE	WHC	Work Comp-Holiday Comp	Holiday Comp time taken to supp workers comp adj-can enter in .25 hr increments on a single day
WVE	WVL	Work Comp-Vacation	Vacation leave taken to supp workers comp adj-can enter in .25 hr increments on a single day