

<b>Leave of Absence</b>					
<b>ACTION</b>	<b>REASON</b>	<b>HR SYSTEM</b>	<b>USE</b>	<b>For Employee Class</b>	<b>Special Notes</b>
LOA	<b>EDU</b> (Education)	Workforce Administration/Job Information	For an employee who has been approved to take a period of time away from work <b>WITHOUT</b> pay to continue their education.	SPA (1)	
LOA	<b>FAM</b> (Family Illness Leave)	Workforce Administration/Job Information	For an employee who has been approved to take a period of time <b>WITHOUT</b> pay based on the Family Illness Leave Policy	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc (1,2,3, 4, 5, 8)	
LOA	<b>FML</b> (Family Medical Leave)	Workforce Administration/Job Information	For an employee who has been approved to take a period of time <b>WITHOUT</b> pay based on the Family Medical Leave Policy	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc (1,2,3, 4, 5, 8)	
LOA	<b>ILL</b> (Extended Illness/Disability)	Workforce Administration/Job Information	For an employee who has been approved to take a period of time <b>WITHOUT</b> pay to recover from an extended illness, or has been approved for Disability	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc (1,2,3, 4, 5, 8)	
LOA	<b>MIL</b> (Military Service)	Workforce Administration/Job Information	For an employee who has been required to report for Active Duty Training, and has exhausted their 120 hour per Federal fiscal year allotment of paid leave, OR, an employee who has been called to Active Reserve Duty. An employee called to Active Reserve Duty will receive 30 days of paid salary before LOA <b>WITHOUT Pay</b> .	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc (1,2,3, 4, 5, 8)	
LOA	<b>OTH</b> (Other)	Workforce Administration/Job Information	For an employee who has been approved for a leave <b>WITHOUT pay</b> for an appropriate reason	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc (1,2,3, 4, 5, 8)	
LOA	<b>PAR</b> (Parental)	Workforce Administration/Job Information	For the Biological mother who is not eligible for Family Medical Leave, has no available leave, and has been approved for leave <b>WITHOUT PAY</b> either during the period of disability or for a period before or after the period of disability	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc (1,2,3, 4, 5, 8)	

LOA	<b>PER</b> (Personal Reasons)	Workforce Administration/Job Information	For an employee who has requested and been approved for a leave <b>WITHOUT pay</b> to take care of a personal matter	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc (1,2,3, 4, 5, 8)	
LOA	<b>REC</b> (Recurring Position)	Workforce Administration/Job Information	For an employee whose position is for less than 12 months due to a reduced need for services	SPA, Campus Police, County SPA (1, 5, 8)	
LOA	<b>SCH</b> (Scholarly Assignment)	Workforce Administration/Job Information	For an employee who has been approved for scholarly leave <b>WITHOUT pay</b>	EPA (2)	
LOA	<b>SUS</b> (Disciplinary Suspension)	Workforce Administration/Job Information	For an employee who has been suspended for disciplinary reasons <b>WITHOUT pay</b>	SPA, Campus Police, County SPA (1, 5, 8)	
LOA	<b>VIS</b> (Visa Compliance)	Workforce Administration/Job Information	For an employee whose Visa has expired, but is anticipating that it will be renewed within a short period of time. This action has received the approval of Human Resources or Office of International Scholar	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc, Graduate Student (1,2,3,4,5,6,7,8,)	
LOA	<b>WKC</b> (Worker's Compensation)	Workforce Administration/Job Information	For an employee who has been approved to receive Worker's Compensation pay rather than regular wages	SPA, EPA, Campus Police, County EPA, County SPA, Post Doc (1,2,3, 4, 5, 8)	