

Quick Reference for Types of Leave and Who's Eligible

Type of Leave	Banner Leave Taken Code	Banner Leave Type	Classified Staff TSLP*	Classified Staff VSDP**	12-month Faculty TSLP*	12-month Faculty VSDP**	9/10-month Faculty TSLP*	9/10-month Faculty VSDP**
Annual (vacation, personal business, illness, etc.)	ANL FMLA = FAL	ANNL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick (personal illness, health-related appointments)	SCK FMLA = FSL	SICK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family Sick (family illness and family death)	* FSK	SICK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family and Personal (family illness, or any personal need)	** PFL FMLA = FPF (VSDP ONLY)	FPER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative (jury duty, court appearances, state job interviews, grievance matters, layoff)	ADM	ADMN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bone Marrow and Organ Donation (BMOD)	Contact HR	Contact HR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Service (community and school-approved volunteer work)	CSL	CSLV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensatory	CLA – Accrued CLT – Taken FMLA = FCL	COMP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <small>(12-month faculty may earn for office closings <i>only if required to work</i>)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability Credits (extends income replacement while on short-term disability (STD))	** DCB (Keyed by HR only)	DBCR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family and Medical (tracks FMLA time off)	FAL FSL FCL FHL FOL FPF FRL FDK	ANNL SICK COMP HLDY OTLV FPER RECG FMLA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Holiday (accrued if individual works on designated holiday)	HOL – Observed HLA – Accrued HLT – Taken FMLA = FHL	HLDY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Closing (University or office closing; accrued as Compensatory, if eligible)	OFC	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Without Pay (covers absences for which no appropriate or other leave is available)	DOC FMLA = FDK	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Military (active duty or ordered reserves training; 15 days in federal fiscal year)	MLTY	MLTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Military Leave Bank (only for Military Reserve or National Guard)	MTLB	MTLB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (non-exempt, 100% classified employees only)	OLA – Accrued OLT – Taken FMLA = FOL	OTLV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Predisciplinary Action (due process time off)	PDA	ADMN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recognition (for extraordinary accomplishments and contributions)	REC FMLA = FRL	RECG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation (on-the-job illness or injury)	WCT (must be authorized by HR)	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*Traditional Sick Leave Plan (TSLP)

** Virginia Sickness and Disability Program (VSDP)

Timekeepers who need assistance may contact VCU Human Resources by e-mail at leave@vcu.edu or call 8-1712.