

USE OF ACCRUALS FOR PAID FAMILY AND MEDICAL LEAVE

Qualifying Reason	Type of Paid Time	STATUTE		
		Family and Medical Leave Act FMLA	California Family Rights Act CFRA	California Pregnancy Disability Act PDL
Employee's Serious Health Condition (SHC) Not pregnancy-related	Accrued Sick Leave	REQUIRED ¹	REQUIRED ¹	N/A
	Accrued Vacation	REQUIRED ¹	REQUIRED ¹	N/A
	Accrued Holidays	REQUIRED ¹	REQUIRED ¹	N/A
	Accrued Annual Leave	NOT REQUIRED ⁶	NOT REQUIRED ⁶	N/A
	Accrued Comp. Time	REQUIRED ²	REQUIRED ²	N/A
Employee's SHC Receiving disability benefits such as Workers' Comp., STD, SDI or LTD Note: While disability application is pending, use of applicable leave accruals is required.	Accrued Sick Leave	NOT REQUIRED ⁵	NOT REQUIRED ⁵	N/A
	Accrued Vacation	NOT REQUIRED ⁵	NOT REQUIRED ⁵	N/A
	Accrued Holidays	NOT REQUIRED ⁵	NOT REQUIRED ⁵	N/A
	Accrued Annual Leave	NOT REQUIRED ⁶	NOT REQUIRED ⁶	N/A
	Accrued Comp. Time	NOT REQUIRED ⁵	NOT REQUIRED ⁵	N/A
Employee's SHC Pregnancy or childbirth-related Note: If receiving disability benefits, refer to section above.	Accrued Sick Leave	REQUIRED ¹	N/A	REQUIRED ¹
	Accrued Vacation	Follow PDL	N/A	NOT REQUIRED ³
	Accrued Holidays	Follow PDL	N/A	NOT REQUIRED ³
	Accrued Annual Leave	Follow PDL	N/A	NOT REQUIRED ³
	Accrued Comp. Time	Follow PDL	N/A	NOT REQUIRED ³
Family Member's or Designated Person SHC Note: If receiving Paid Family Leave benefits, use of applicable leave accruals is optional; however, use of leave accruals is required while the application is pending, except for accrued vacation.	Accrued Sick Leave	REQUIRED ¹	REQUIRED ¹	N/A
	Accrued Vacation	REQUIRED ¹	REQUIRED ¹	N/A
	Accrued Holidays	REQUIRED ¹	REQUIRED ¹	N/A
	Accrued Annual Leave	NOT REQUIRED ⁶	NOT REQUIRED ⁶	N/A
	Accrued Comp. Time	REQUIRED ²	REQUIRED ²	N/A
Bonding with Newborn, Adopted Child, or Newly Placed Foster Child Note: If receiving Paid Family Leave benefits, use of applicable leave accruals is optional; however, use of leave accruals is required while the application is pending, except for accrued vacation.	Accrued Sick Leave	Not Allowed (see MOU) ⁴	Not Allowed (see MOU) ⁴	N/A
	Accrued Vacation	REQUIRED ¹	REQUIRED ¹	N/A
	Accrued Holidays	REQUIRED ¹	REQUIRED ¹	N/A
	Accrued Annual Leave	NOT REQUIRED ⁶	NOT REQUIRED ⁶	N/A
	Accrued Comp. Time	REQUIRED ²	REQUIRED ²	N/A
Military Caregiver Leave Spouse, son, daughter, parent, next of kin of covered service member (in Regular Armed Forces, National Guard or Reserves) with serious illness/injury	Accrued Sick Leave	REQUIRED ¹	N/A	N/A
	Accrued Vacation	REQUIRED ¹	N/A	N/A
	Accrued Holidays	REQUIRED ¹	N/A	N/A
	Accrued Annual Leave	NOT REQUIRED ⁶	N/A	N/A
	Accrued Comp. Time	REQUIRED ²	N/A	N/A
Qualifying Exigency Leave Forces, National Guard or Reserves)	Accrued Sick Leave	Not Allowed (see MOU) ⁴	Not Allowed (see MOU) ⁴	N/A
	Accrued Vacation	REQUIRED ¹	REQUIRED ⁷	N/A
	Accrued Holidays	REQUIRED ¹	REQUIRED ⁷	N/A
	Accrued Annual Leave	NOT REQUIRED ⁶	NOT REQUIRED ⁶	N/A
	Accrued Comp. Time	REQUIRED ²	REQUIRED ⁷	N/A

Qualifying Act of Violence, Victim of Crime (For employee or family member)	Accrued Sick Leave	NOT REQUIRED	NOT REQUIRED	N/A
	Accrued Vacation	NOT REQUIRED	NOT REQUIRED	N/A
	Accrued Holidays	NOT REQUIRED	NOT REQUIRED	N/A
	Accrued Annual Leave	NOT REQUIRED	NOT REQUIRED	N/A
	Accrued Comp. Time	NOT REQUIRED	NOT REQUIRED	N/A

Time Reporting Codes for FMLA/CFRA and PDL Leaves:

TRC	Description
ANUC	Annual Lv. Used CFRA
ANUF	Annual Lv. Used FMLA
ANUFC	Annual Lv. Used FMLA/CFRA
ANUFP	Annual Lv. Used FMLA/PDL
ANUMF	Annual Lv. Used FMLA/Military Caregiver
ANUP	Annual Lv. Used PDL
AWOPC	AWOP CFRA
AWOPP	AWOP PDL
AWPF	AWOP FMLA
AWPFC	AWOP FMLA/CFRA
AWPFP	AWOP FMLA/PDL
AWPMF	AWOP FMLA/Military Caregiver
CLUC	Comp Lv. Used CFRA
CLUF	Comp Lv. Used FMLA
CLUFC	Comp Lv. Used FMLA/CFRA
CLUFM	Comp Lv. Used FMLA/Military Caregiver
CLUFP	Comp Lv. Used FMLA/PDL
CLUP	Comp Lv. Used PDL
HLUC	Holiday Used CFRA
HLUF	Holiday Used FMLA
HLUFC	Holiday Used FMLA/CFRA
HLUFM	Holiday Used FMLA/Military Caregiver
HLUFP	Holiday Used FMLA/PDL
HLUP	Holiday Used PDL
HOLC	Holiday CFRA
HOLF	Holiday FMLA
HOLFC	Holiday FMLA/CFRA
HOLFM	Holiday FMLA/Military Caregiver
HOLFP	Holiday FMLA/PDL
HOLP	Holiday PDL
IIAC	Ind. Injury CFRA
IIAF	Ind. Injury FMLA
IIAFC	Ind. Injury FMLA/CFRA

TRC	Description
IIPC	Ind. Injury Partial Day CFRA
IIPF	Ind. Injury Partial Day FMLA
IIPFC	Ind. Injury Partial Day FMLA/CFRA
MCUC	Mgmt. Comp Used CFRA
MCUF	Mgmt. Comp Leave FMLA
MCUFC	Mgmt. Comp Used FMLA/CFRA
MCUFM	Mgmt. Comp Used FMLA/Military Caregiver
MCUFP	Mgmt. Comp Used FMLA/PDL
MCUP	Mgmt. Comp Used PDL
SCKC	Sick Leave Used CFRA
SCKF	Sick Leave Used FMLA
SCKFC	Sick Leave Used FMLA/CFRA
SCKFM	Sick Leave Used FMLA/Military Caregiver
SCKFP	Sick Leave Used FMLA/PDL
SCKP	Sick Leave Used PDL
VACC	Vacation Lv. Used CFRA
VACF	Vacation Lv. Used FMLA
VACFC	Vacation Lv. Used FMLA/CFRA
VACFM	Vacation Lv. Used FMLA/Military Caregiver
VACFP	Vacation Lv. Used FMLA/PDL
VACP	Vacation Lv. Used PDL
SVUC	Special Vacation Used CFRA
SVUF	Special Vacation Used FMLA
SVUFC	Special Vacation Used FMLA/CFRA
SVUFM	Special Vacation Used FMLA/Military Caregiver
SVUFP	Special Vacation Used FMLA/PDL
SVUP	Special Vacation Used PDL
XVUC	Extra Vac Used CFRA
XVUF	Extra Vac Used FMLA
XVUFC	Extra Vac Used FMLA/CFRA
XVUFM	Extra Vac Used FMLA/Military Caregiver
XVUFP	Extra Vac Used FMLA/PDL
XVUP	Extra Vac Used PDL

Time Reporting Codes for FMLA/CFRA/PDL or Military if in Accrediting Council Graduate Medical Education program:

GMEC	ACGME Paid CFRA
GMEFC	ACGME Paid FMLA/CFRA
GMEFM	ACGME Paid Family/Military
GMEFP	ACGME Paid FMLA/PDL

GMEP	ACGME Paid PDL
GMEF	ACGME Paid FMLA

(FMLA 29 CFR and PDL, 2 C.C.R. § 11092 Statutes require, or allow an employer to require, this type of paid accrued time to be used in lieu of an unpaid leave.

¹ (FMLA 29 CFR § 825.207(f) Effective January 16, 2009, statutes allow an employer to require the use of accrued compensatory time.

2 (PDL) The employee, at her option, may request (in writing) this type of paid accrued time be used in lieu of an unpaid leave

3 MOU Leave Provisions govern use of sick leave.

4 FMLA 29 CFR § 825.207(e) Employer and employee may mutually agree to supplement WC and/or disability benefits (STD or LTD) with any other form of paid time off benefits (e.g. vacation, sick leave, annual leave), as long as permitted by state law.

5 Executive Office Memo, dated 3/14/06, indicates that the use of Annual Leave is optional.

6 Under CA. Government Code 12945.2(e) an employer can require this type of paid accrued time to be used in lieu of unpaid leave.