

OnePurdue Leaves Reference Grid

Leave	Form(s) Needed	CATS Code	Leave Action Needed	Leave Reason	Notes
Bereavement	33ABSENCE	BV			
Change in Duty Station	33F		LOA-Paid	CDS-Foreign or CDS-States	Biweekly staff need BW data entry
Employee Assistance	33ABSENCE	OL			
Fiscal Appt < 12 Months			LOA-Unpaid		For interim months
FMLA-Family		FMSF			
FMLA-Illness/Injury	FMLA Request & Notice, FMLA Medical Certification Form, Leave Action Form	FMSE	LOA-FMLA	Illness/Injury	
FMLA-Personal		FMUP			
FMLA-Personal Business		FMPB			
FMLA-Vacation		FMV			
FMLA-Workers' Compensation	FMLA Request & Notice, FMLA Medical Certification Form, Leave Action Form	FMPU or FMSE	LOA-FMLA	Workers' Compensation	
Holiday	33ABSENCE	H			
Illness/Injury	33ABSENCE		LOA-Unpaid	Illness/Injury	
Jury Duty	33ABSENCE	OL			
Military-Paid	33ABSENCE	MIPD			
Military-Unpaid	33ABSENCE	MIUP	LOA-Unpaid	Military	rare
Outside Activity	33F		LOA-Paid		Faculty>5 days; administrators use vacation
Paid Administrative	33ABSENCE	OL			
Personal < 22 work days		ABUP			
Personal > 22 work days			LOA-Unpaid	Personal	
Personal Business	33ABSENCE	PBD			
Personal-Mutual		MALU			
Reduction in Force			LOA-Unpaid	RIF	
Research/Travel	33F		LOA-Unpaid	Research/Travel	
Return to Work			LOA-RTW	RTW, RTW for Foreign DS, or RTW for States DS	
Sabbatical-Paid	33F		LOA-Paid	Sabbatical	
Sabbatical-Unpaid	33F		LOA-Unpaid	Sabbatical	
Sick Leave-Employee	33ABSENCE	SE			
Sick Leave-Family	33ABSENCE	SF			
Vacation	33ABSENCE	V			
Voluntary Early Partial Retirement			LOA-Unpaid	EVPR	
Workers' Compensation 3 days or less		WC	>12 weeks would be LOA-Unpaid		Initial injury + subsequent doctor visits