## Regular Hours
- **RF** – Regular 1st (Ungraded)
- **RG** - Regular (Graded)
- **RS** - Regular 2nd (Ungraded)
- **RT** – Regular 3rd (Ungraded)
- **^TS** – Situational Telework
- **^TW** – Telework Regular
- **^TM** – Telework Medical

### Leave Hours - Paid
- **LA** - Annual Leave
- **LB** - Advanced Annual Leave
- ***LC** - Court Leave
- **LF** - Forced Annual Leave
- **LG** - Advanced Sick Leave
- **LH** - Holiday Leave
- ***LL** - Law Enforcement Leave
- ***LM** - Military Leave

### Leave Hours - Nonpaid
- **KA** – LWOP
- ***KB** - Suspension
- **KC** - AWOL
- **KD** - OWCP
- **KE** - Furlough
- ***KG** - Military Furlough

## Usage
- **Straight time pay for ungraded employees who work first shift**
- **Straight time pay for graded employees regardless of scheduled hours worked**
- **Straight time + 7.5% differential-ungraded employees who work second shift**
- **Straight time + 10% differential-ungraded employees who work third shift**

### Leave request required for hours claimed
- **^** Indicates sub-code under NtDiff/Haz/Oth
- **^** Leave earned that is available for use by all permanent, indefinite employees, and temporary employees who are appointed to positions in excess of 90 days.
- **^** Used if an activity has approved advanced annual leave (prior approval and processing by HRO for entitlement)
- **^** Paid leave for Jury duty (Documentation requirements)
- **^** Annual leave that is directed to be taken by management – MFR required for non-concurrence if member refuses
- **^** Used if an activity has approved advanced sick leave (prior approval and processing by HRO for entitlement)
- **^** Leave granted in lieu of cash award
- **^** Leave without Pay
- **^** Administrative suspension processed through HRO

## Leave request required for hours claimed

- **^** Leave earned that is available for use by all permanent, indefinite employees, and temporary employees who are appointed to positions in excess of 90 days.
- **^** Used if an activity has approved advanced annual leave (prior approval and processing by HRO for entitlement)
- **^** Paid leave for Jury duty (Documentation requirements)
- **^** Annual leave that is directed to be taken by management – MFR required for non-concurrence if member refuses
- **^** Used if an activity has approved advanced sick leave (prior approval and processing by HRO for entitlement)
- **^** Leave taken in conjunction with being sick or for use with a medical appointment
- **^** Absence due to a traumatic injury covered by Continuation of Pay (COP) (in conjunction with LU)
- **^** Hours of non-work due to traumatic injury (Not to be used after date of injury)
- **^** Leave given in lieu of cash award
- **^** Leave without Pay
- **^** Administrative suspension processed through HRO

## Reference
- CNGBI 1400.25 V 630, DoD FMR Vol 8, and DoDI 1400.25 V 630
Compensatory Hours
*CB - Travel Comp Time
*CE - Comp Time Earned
CF - Travel Comp Time Used
CT - Comp Time Taken

Sunday Premium
SF - Sunday Pay
SG - Sunday Pay
SS - Sunday Pay
ST - Sunday Pay

Holiday Hours
*HF - Holiday Pay
*HG - Holiday Pay
*HS - Holiday Pay
*HT - Holiday Pay
*HC - Holiday Call Back

Family Leave Codes
DE-Family
Care/Bereavement
DF - Adoption

Family Medical Leave
DA - Childcare
DB - Adoption
DC - Care of Dependent
DD - Health Condition
SAD- State Active Duty
*LS-Disabled Veteran Leave

Key
Graded = GS
Ungraded = WG, WS
^ Leave Request
$ Premium Request
* Documentation Required

$ Time spent by an employee in a travel status away from the official duty station. Additional AF Form 428/NGB 46-14 required.
$ Hours worked as overtime that are entered in to be used at a later time as comp time off Additional AF Form 428/NGB 46-14 required.
^ Comp Time off in lieu of payment for an equal number of hours worked
^ Comp Time off in lieu of payment for an equal number of hours worked

Comp Time Earned
CE

Comp Time Used
CF

Comp Time Taken
CT

Sunday Pay
SF

Sunday Pay
SG

Sunday Pay
SS

Sunday Pay
ST

Holiday Pay
HF

Holiday Pay
HG

Holiday Pay
HS

Holiday Call Back
HC

Family Request
DE

Care/Bereavement

Family Medical Leave

Daughter/son

Adoption

Care of Dependent

Health Condition

State Active Duty

Disabled Veteran Leave

Graded = GS
Ungraded = WG, WS
^ Leave Request
$ Premium Request
* Documentation Required

Pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday
Pay for a full-time graded employee when Sunday is a regularly scheduled workday during the administrative work week
Pay for full-time ungraded second shift employees (including shift differential) when Sunday is a regularly scheduled workday
Pay for full-time ungraded third shift employees (including shift differential) when Sunday is a regularly scheduled workday

AF Form 428/NGB 46-14 required; must route through Finance prior

Pay for ungraded first shift employees who work on the holiday
Pay for graded employees who work on the holiday
Pay for ungraded second shift employees who work on the holiday, plus shift differential
Pay for ungraded third shift employees who work on the holiday, plus shift differential

^ Reported on the HZ/OTH field for applicable type hour leave codes (LS, LA, LB, LG, KA, CT)

Sick Leave taken to provide care for a family member, make necessary arrangements for the death of a family member, or attend the funeral of a family member
Sick Leave taken for the purposes relating to the adoption of a child

^ Require prior Authorization through HRO - Reported in the HZ/OTH field for applicable type hour leave codes (LS, LA, LB, LG, KA, CT)

Birth of son/daughter or care of newborn
Adoption or Foster Care
Care of spouse, son daughter, or parent with a serious health condition
Serious Health condition of an employee

Seek guidance from finance to coordinate proper time coding

^ PW – Veteran with a service-connected disability rating of 30% or more may use in place of sick leave for undergoing medical treatment connected to the service disability (see HRO/Finance for guidance)

Reference: CNGBI 1400.25 V 630, DoD FMR Vol 8, and DoDI 1400.25 V 630