

Kronos Sick Leave Codes

Code	Situation	Comment
Sick	Scheduled sick leave in advance	Pre-Approved
Sick	Call in the day of & meet the call-in requirements	Unscheduled
Sick	Called in violating the call-in requirements. Follow departmental policy in regards to pay.	AWOL—Late Call
Either Sick or (Unexcused)	No call/no show (When you do not want to pay the employee for the time taken off)	AWOL—No Call/No Show
FMLA Sick*	Scheduled FMLA Dr. Appointment in advance	Pre-approved
FMLA Sick*	Call in the day of & meet call-in requirements citing FMLA	Unscheduled
FMLA Sick*	Call in the day of citing FMLA but violated call-in requirements	AWOL—Late Call
FMLA Sick Pending	Scheduled sick leave in advance citing FMLA. Supervisor has not received notification from HR.	Pre-approved
FMLA Sick Pending	Called in citing FMLA. Supervisor has not received notification from HR.	Unscheduled
FMLA Sick Pending	Called in violating the call in requirements and citing FMLA. Supervisor has not received notification from HR.	AWOL- Late Call
FMLA Vacation	Called in citing FMLA. Supervisor has received notification from HR. Employee has requested use of vacation time or employee has used all available sick time.	Pre-approved
FMLA Vacation Pending	Called in citing FMLA. Supervisor has not received notification from HR. Employee does not have sick leave time available to take.	Unscheduled
FMLA Personal Pending	Called in citing FMLA. Supervisor has not received notification from HR. Employee does not have sick leave, nor vacation time available.	Unscheduled
FMLA Personal	Called in citing FMLA. Supervisor has received notification from HR.	Unscheduled
FMLA Unpaid Pending	Called in citing FMLA. Supervisor has not received notification from HR. Employee does not have sick, vacation, or personal leave available.	Unscheduled
FMLA Unpaid	Called in citing FMLA. Supervisor has received notification from HR. Employee does not have any leave balances left to cover time off.	Pre-approved
Sick	Employee is injured at work. This code is limited to the day the injury occurred.	On-the-job injury

Sick	Employee was injured at work and filed a workers' compensation claim	Workers' Compensation
FMLA Sick*	Employee was injured at work, filed a workers' compensation claim and has a current FMLA for this condition.	Workers' Compensation
Workers' Compensation Unpaid	Employee was injured at work and filed a workers' compensation claim. Employee does not want to use accrued leave.	Workers' Compensation

*Employee can substitute the use of other paid leave (vacation, personal, etc.) after they have exhausted his/her sick leave. The same rules above would apply.