Timesheet Coding while on Leave

1 Employee Reports	2 Leave Admin Codes	3 Supervisor Approves
• Employee will report continuous and intermittent absence(s) to The Standard. • Employee will add regular Sick/Vacation hours and adjust Work Time/Hours on their timesheet. • Note: Employee is still required to follow normal department call-in procedures.	• Leave Admin Team will *add* Protected Leave codes to absence(s) that employee reported to Standard within the next few business days.	• Supervisors/managers will review and approve employees timesheets as usual. • If no protected leave absences were entered on the timesheet, use regular sick/vacation/LWOP-unauthorized codes before approving the timesheet.