

## DESCRIPTION OF LEAVE CODES

➤ In all cases, refer to [relevant collective agreement](#)

\* Utilization of leave for an employee following a variable hours schedule under the Flexible Working Arrangement plan is based on the daily scheduled hours of work unless otherwise specified. (Used to be called Alternate Work Arrangements-AWA)

myEMS New Leave Codes	Self-Service in myEMS	Leave Type	Specifications	Comments
N/A	N/A	<b>Religious needs</b>	Unpaid leave or paid time off for which the employee will have to make up the time. Notice of at least four weeks must be given before the leave starts unless because of unforeseeable circumstances, such notice cannot be given.	The employee must make up for the paid hours granted, within a period of six months.
110	YES	<b>Vacation</b>	Identifies the utilization of annual leave granted according to the relevant collective agreement. An employee who has six months of continuous employment is entitled to advance annual leave equivalent to the number of credits stipulated for the current vacation year.	*
115	NO	<b>Vacation Leave – Paid</b>	This code is used to identify the payout of part of the annual leave credits earned and unused, as specified in the collective agreements where this clause applies. The start date must be April 1 of the fiscal year, and the end date will be the date of the day on which the application was made, so that the system can generate exact costs.	At the employee's request, only leave in excess of 112.50 hours can be paid out for PAs (refer to the collective agreement for the group concerned).  In most collective agreements, any leave in excess of 262.50 hours at the end of the fiscal year, must be paid out.
121	YES	<b>One-time vacation</b>	After two years of service (continuous/discontinuous), the employee is credited, for the total of length of time of his employment in the Public Service, to a one-time vacation leave. This leave can be taken in several periods to a maximum of 37.50 hours or 40 hours, according to the provisions of the relevant collective agreement.	The hours are pro-rated for the part-time employees.
122	NO	<b>One-time vacation – Paid</b>	This code is used to identify the payout of the One-time Vacation Leave earned and unused, as specified in the collective agreement where this clause applies.	At the employee's request, with the employer's approval, the one-time vacation leave credits may be cashed out if the provisions of the collective agreement are met or if unused.
210	YES	<b>Sick – Uncertified</b>	Identifies the use of sick leave without a medical certificate. Also applies to: <ul style="list-style-type: none"> <li>- Appointments with a doctor or dentist (for oneself) without supporting medical proof, for longer than half day. Absences of half day or less for an appointment that is not of a recurring nature may be declared under code 698.</li> <li>- Pregnant women who must be absent in order to receive a series of continuing pregnancy-related treatment (article 36.02 Table 1)</li> <li>- The utilization of sick leave where it is necessary that the employee receive continuing treatments to manage a particular illness.</li> <li>- An employee who is absent due to a workplace injury or illness and is awaiting the decision of a workers' compensation claim.</li> </ul>	*

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			When the employee has no more credits, the employee may be granted advance leave, at the employer's discretion, for a maximum period of 25 days subject to the deduction of such advanced leave from any sick leave credits subsequently earned.	
220	YES	Sick – Certified	<p>Identifies the utilization of sick leave with a medical certificate and/or declaration that a medical certificate could not be obtained. Also applies to:</p> <ul style="list-style-type: none"> <li>- Appointments with a doctor or dentist (for oneself) with supporting medical proof, for longer than half day. Absences of half a day or less for an appointment that is not of recurring nature may be declared under code 698.</li> <li>- The utilization of sick leave where it is necessary that the employee receive a series of continuing treatments to manage a particular illness.</li> <li>- Pregnant women who must be absent in order to receive a series of continuing pregnancy-related treatment (article 36.02 Table 1).</li> <li>- An employee who is absent due to a workplace injury or illness and is awaiting the decision of a workers' compensation claim.</li> </ul> <p>When the employee has no more credits, the employee may be granted advance leave, at the employer's discretion, for a maximum period of 25 days subject to the deduction of such advanced leave from any sick leave credits subsequently earned.</p>	*
230	NO	Sick – Without pay	Identifies the utilization of sick leave without pay after sick leave credits have been exhausted or while an employee is receiving wages from an approved workers' compensation claim, due to a workplace injury or illness.	*
310	YES	Furlough		
315	NO	Furlough Leave – Paid		
810	YES	Compensatory - Used	To be used for usage of accumulated compensatory leave.	
815	NO	Compensatory Leave – Paid	<p>Code to be used for payment of compensatory time either on separation from employment, or at another time when the collective agreement permits.</p> <p>The start date must be April 1 of the fiscal year in which the application was made, and the end date will be the date on which the transaction is, so that the system can generate exact costs.</p> <p>If the payout is done in regards to the payout date provided in the collective agreement, the date to use is the one provided in that collective agreement.</p>	
206	NO	Sick – Special Executives	<p>Special Sick Leave (discretionary)</p> <p>Only at the discretion of the deputy head can executives be granted up to 130 days sick leave once during the course of their career. This leave:</p> <ol style="list-style-type: none"> <li>1. Can be granted to an executive who has insufficient sick leave credits to cover the entire period of an illness;</li> <li>2. Is granted after an executive has used all accumulated sick leave credits;</li> <li>3. Can be granted in several periods as required depending on the executive's progress towards recovery;</li> <li>4. Will not be recovered from future leave credits; and</li> </ol>	

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			5. Requires a medical certificate. The deputy head can authorize the use of any balance of the 130 days used previously for a subsequent serious illness.	
905	NO	LWOP – Exec Int. Department	With deputy head approval, an executive is eligible for LWOP for any purpose not otherwise specified in this directive. This authority cannot be sub-delegated. Examples where such leave might be granted include assignments with an international organization, or to accept an appointment in a Minister's office. <u>Counting special LWOP towards service</u> For the purpose of calculating vacation leave entitlement and severance pay – If the leave is primarily in the interest of the department, the whole duration of the special leave without pay is counted as service.	
906	NO	LWOP – Exec Int. Employee	With deputy head approval, an executive is eligible for LWOP for any purpose not otherwise specified in the directive. This authority cannot be sub-delegated. Examples where such leave might be granted include assignments with an international organization, or to accept an appointment in a Minister's office <u>Counting special LWOP towards service</u> For the purpose of calculating vacation leave entitlement and severance pay: – If the leave is primarily in the interest of the employee, only the first three months of special LWOP is counted as service.	
410	YES	Family Related (FR) – Appointments	Identifies leave with pay to meet family needs, for appointments of a dependent family member with a doctor or dentist, or for appointments with the appropriate school or adoption authorities. See codes 420, 430 and 440, which also cover leave to meet family needs. In addition, certain agreements, such as ES and CS, include marriage leave (450) among leave to meet family needs.	* The maximum for all leave to meet family needs is 37.50 hours in a fiscal year.
420	YES	Family Related (FR) – Illness	Identifies leave with pay granted to an employee to provide temporary care to a sick member of the family, as defined in the relevant collective agreement.	* The maximum leave period is outlined in the relevant collective agreement for all leave for family needs.
430	YES	Family Related (FR) – Birth	Identifies leave with pay granted to an employee due to the birth of a child.  <i>See also code 440 for adoption of a child.</i>	* The maximum leave period for this code is indicated in the relevant collective agreement. Some collective agreements grant a maximum of two days.
440	YES	Family Related (FR) – Adoption	Identifies leave with pay granted to an employee due to the adoption of a child.	* The maximum leave period for this code is indicated in the relevant collective agreement. Some collective agreements grant a maximum of two days.
450	YES	Family Related (FR) – Marriage (PIPSC)		
470	YES	Family Related (FR) – School Functions	Identifies leave with pay granted to an employee due to a school function of a child.	* The maximum leave period for this code is indicated in the relevant collective agreement.
471	YES	Family Related (FR) – Closure/School	Identifies leave with pay granted to an employee due to an unforeseeable school /daycare closure of a child.	* The maximum leave period for this code is

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		/Daycare		indicated in the relevant collective agreement.
472	YES	<b>Family Related (FR) – Professional Appt.</b>	Identifies leave with pay granted to an employee due to an appointment with a legal or paralegal representative for non-employment related matters, or financial or other professional representative.	*  The maximum leave period for this code is indicated in the relevant collective agreement.
490	YES	<b>Family Related (FR) – Other</b>		
510	YES	<b>Other Paid Leave – Bereavement</b>	Identifies paid leave due to the death of a member of the employee's family. In most collective agreements, leave is granted as follows: <ul style="list-style-type: none"> <li>▪ Bereavement – immediate family</li> <li>▪ Bereavement – immediate family, involving travel</li> <li>▪ Bereavement – other entitlement</li> </ul>	Employees following a variable hours plan and part time employees are entitled to the same number of consecutive calendar DAYS as a full time employee on a regular work schedule.
520	YES	<b>Other Paid Leave – Marriage</b>	Maximum of five days (37.50 hours), according to the collective agreements.	This leave type has been replaced by the one-time annual leave (code121) in some collective agreements.
530	YES	<b>Other Paid Leave – Volunteer Leave</b>	Identifies the utilization of leave with pay for volunteer work, under certain collective agreements.	A single period of up to an equivalent of a day of work (7.50 or 8.00 hours as per relevant collective agreement) can be granted per fiscal year. Leave for part-time employee is granted on a pro rata basis.
540	YES	<b>Other Paid Leave – Personal Leave</b>	Identifies the utilization of personal leave under certain collective agreements.	A single period of up to an equivalent of a day of work (7.50 or 8.00 hours as per relevant collective agreement) can be granted per fiscal year. Leave for part-time employee is granted on a pro rata basis.
610	YES	<b>Other Paid Leave – Court Leave</b>	Identifies the leave granted to the employee, as identified in the various collective agreements. No time limit.	*
620	YES	<b>Paid Leave – Exam/Career/Pr of. Dev.</b>		
630	YES	<b>Other Paid Leave – Personnel Selection</b>	Leave to take part in a selection procedure involving a written examination or an interview, to take a second language proficiency test (LPT) or diagnostic test when the employee has failed the LPT, or to attend an appeal hearing when the employee has taken part in the competition in question.  Attendance at a hearing where a person states his or her reasons for seeking the remedy of an appeal hearing should also be regarded as personnel selection leave.	
633	NO	<b>Other Paid Leave – Incentives</b>		
634	NO	<b>Other Paid Leave – Incentives – Paid</b>		
635	NO	<b>Other Paid Leave – Incentives – Allot</b>		
636	NO	<b>Other Paid Leave – Incentives – Debit</b>		

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640	YES	Other Paid Leave – Union	Identifies leave with pay granted for union business or other activities carried out under the relevant collective agreement,	
645	NO	Other Paid Leave – Mat Reassign/Leave		
647	NO	Other Paid Leave – Mgmt Excluded/Unrep		
650	YES	Other Paid Leave – Military	Identifies leave paid during military service, as defined in the TBS <a href="#">leave with pay policy</a> .	
660	NO	Other Paid Leave – Injury-on-Duty	If a workers' compensation board approves an employee's wages for a workplace injury or illness, sick leave granted to the employee under codes 210, 220 or 230 must be converted to injury on duty leave, in accordance with the approved claim. The manager must submit the leave request via the Compensation and Benefits Service Centre.	* Injury on Duty Leave without pay is recorded using 230.  See 699 for absence on the day of a workplace injury or illness.
665	NO	Other Paid Leave - Quarantine	Identifies leave with pay granted to an employee with a medical certificate placing him under quarantine	
670	YES	Other Paid Leave – Isolated Post Allowance (IPA)		
676	YES	Travel Status	Identifies leave for employees who are away from their principal residence for more than 40 nights in a fiscal year. One additional day of leave is granted for each segment of 20 days, up to a maximum of five days of leave per fiscal year.	
677	NO	Travel Status - Paid		
681	YES	Other Paid Leave – Pregnant Medical Appt.	Identifies routine medical appointments for pregnant employees. Under the provisions of relevant collective agreements, a pregnant employee will be granted up to 3.75 or 4 hours (as appropriate) of reasonable time off with pay for the purpose of attending routine medical appointments relating to the pregnancy.	
696	YES	Other Paid Leave – Exceptional/Mgmt	Identifies leave with pay granted by the ADM to excluded senior managers.	
698	YES	Other Paid Leave – Medical Dental Appt		
699	YES	Other Paid Leave – Other – Paid Other	Identifies leave with pay granted at the manager's discretion under the "other leave with pay" clause of the various collective agreements. Examination leave, occupational development leave, time to vote, employee assistance (EAP), informal conflict management (OICM), etc., may be declared under this code.  This leave should also be used by an employee to record an absence on the day of a workplace injury or illness.	* Also includes leave not identified under the collective agreement.  Subsequent injury-related leave is recorded under 210, 220 or 230.  See 660 for use of Paid Injury on Duty Leave.
751	YES	Lay Day		
755	NO	Lay Day – Paid		
851	YES	Other Paid Leave – Lieu Days – Used	To be used, if the collective agreement permits, where an employee receives a day of holiday with pay at a later date, to replace the actual holiday.	
855	NO	Other Paid Leave – Lieu Days – Paid	To be used when leave of this type must be paid. The start date must be April 1 of the fiscal year in which the application was made, and the end date will be the date on which the transaction is captured, so that the system can generate exact costs.	



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910	NO	LWOP – Union Business	Identifies leave without pay for Alliance business or for other activities authorized by the relevant collective agreement.	Not to be confused with appeal hearings (codes 640 and 641).
912	NO	LWOP – Pre-retirement Transition Leave (PRTL)	To be eligible for this type of leave, an employee must be eligible for an unreduced pension OR be within two years of becoming eligible for an unreduced pension.	An employee on PRTL can reduce their workweek by up to 40%
915	NO	LWOP – Education	Identifies periods of education leave without pay. This code also applies where an employee is receiving an allowance in lieu of salary.	
920	NO	LWOP – Suspension	Identifies the leave as a result of a suspension.	According to the scheduled hours.
925	NO	LWOP – Maternity	Identifies utilization of maternity leave.	
930	NO	LWOP – Relocation of spouse	The maximum allowed is one year for a permanent move and five years for a temporary move.	
941	NO	LWOP – Parental Leave	When a couple employed by the public service choose to both take (share) the parental leave, the combined leave must not exceed a total of 37 weeks. Refer to respective collective agreement(s).	
945	NO	LWOP – Personal Needs	For the duration of his or her employment in the public service, an employee is entitled to one leave without pay for a maximum of three months, and one leave without pay for personal needs not more than a year.	
950	NO	LWOP – Care an Nurturing of Pre-School Children	Leave granted shall be for a minimum period of three weeks, and subject to the requirements of the service if the leave is less than a year. The total duration of these leave must not exceed five years. (article 22.09 ED)	For some collective agreements, such as PA group, this code has been replaced by 952 "Care of immediate family". An employee can continue with this leave (950) if it started before the signature of the changed collective agreement. The period for 950 should not be considered for the new code 952 allowable maximum, which is five years.
951	NO	LWOP – Long Term Care of Parent	Identifies leave without pay that may be granted to an employee to see personally to the long-term care of the employee's father or mother, including a parent by remarriage or foster parent.  Minimum duration of three weeks, and subject to the requirements of the service if the leave is less than a year. The total duration of these leave must not exceed five years. (article 22.10 ED)	
952	NO	LWOP – Care of Immediate Family	Minimum duration of three weeks, and subject to the requirements of the continued service delivery if the leave is less than a year.  The total duration of this leave must not exceed five years (article 41 Table 1)	
955	NO	LWOP – Strike (Legal)	Identifies the absences of employees who belong to a bargaining unit on strike and who do not report for work during a legal strike.  The manager must make sure that the form is completed and sent to compensation services.	
960	NO	LWOP – Strike (Illegal)	Identifies time lost, both by excluded employees or designated employees belonging to a bargaining unit conducting a legal strike, and by employees of a bargaining unit not on strike who stay away from work to support the members of a unit on strike  The manager must make sure that the form is completed and sent to compensation services.	

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965	NO	LWOP – Seasonal Lay Off	To be used for the period during which a person hired as a seasonal employee is not working, in other words, is temporarily struck off strengths (T-SOS)	
975	NO	LWOP – Military Service		
976	NO	LWOP – Military		
980	NO	LWOP – Late	This code is used to report the hours of work that have been entered in the employee's schedule, but have not been worked (for less than half-day, up to a maximum of three point seventy-five (3.75) hours) and have not subsequently been taken up or charged to another type of leave. To replace the hours not worked, the employee may opt for one of the following choices: (a) Compensation for the hours may be provided by means of compensatory leave usage; (b) Compensation for the hours may be provided by means of annual leave usage; (c) If the above options are impossible, the hours must be deducted from the employee's pay (code 980).	Examples: 1. late arrivals 2. early departures  difference in hours between the variable schedule and the statutory holiday (i.e., 8.33 hrs/day – 7.5 hrs/stat = 0.83 hrs under code 980)
985	NO	LWOP – Unauthorized	Identifies a period of absence that has not been authorized. The manager must ensure the form is completed and sent to compensation services.	*
999	NO	LWOP – Other	Identifies unpaid leave approved by managers	*