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## **OHCAccess Bulletin – 3/16/2016**

### **For Distribution to All TSA Employees**

#### **Proper Coding of Excused Absences, Administrative Leave, and Official Time**

A review of various reports has revealed that offices are not properly coding an employee's absence as it relates to excused absences, administrative leave, and official time. This has impacted the development of accurate reports in responding to various data calls. To assist in the proper coding of these absences, the following information is being presented as a reminder of the proper codes to use when completing time and attendance records.

#### **Excused Absences**

- 66 – Relocation Leave
- 66 – Court Leave/Jury Duty
- 66 – Volunteer Community Service
- 66 – Holiday Leave
- 66 – Blood Donation
- 66 – Voting
- 66 – Bone Marrow Donor
- 66 – Organ Donor

#### **Administrative Leave**

- 66 – Misconduct/Investigation (Note: Do not use this tagline for proposed removals relating to Transportation Security Officer [TSO] medical removals)
- 66 – Administrative Leave/Excused Absence (Note: Use this tagline for proposed removals relating to TSO medical removals)
- 66 – Hazardous Weather
- 66 – Time Off/Incentive Award
- 66 – Other Paid Leave
- 66 – Other Leave with Night Differential
- 66 – Other Leave with Sunday Differential
- 66 – Other Leave with Sunday and Night Differential

#### **Official Time**

- 38 – Union/Grievance/Appeal/Representation

The proper use of the correct coding will assist in the retrieval of specific data and ensure that proper coding is consistently applied.

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**Please reference TSA MD 1100.63-1, Absence and Leave, and the accompanying Handbook for policy guidance on the use of these leave types.**

**If you have any questions, please contact the OHCAccess Help Desk at 1-877-872-7990 or [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov). If you are an executive, please contact the Executive Help Desk at 1-877-872-7991 or [ESO@mailserver-hraccess.tsa.dhs.gov](mailto:ESO@mailserver-hraccess.tsa.dhs.gov).**