MERIT HOURS TYPE

- **Addl Regular Over40** – Hours over 40 in a week that are not overtime because employee hasn’t worked over 40 hours, normally due to having holiday or leave usage. Paid at regular straight rate.
- **Adoption Leave** - A newly adoptive parent is entitled to up to 40 hours of adoption leave which is a use of accrued sick leave.
- **Banked Hol Earned** – Future time off earned when a holiday falls on scheduled day off. Hours can be banked for up to one year from date earned.
- **Banked Hol Used** – Usage of Banked Holiday hours previously earned.
- **Call Back** – Actual number of hours worked when called in on an emergency basis. Note: the employee will be paid for the actual number of hours or three hours, whichever is greater.
- **Comp Time Earned** – Future time off earned after total hours worked in a week exceeds 40 hours, the 40 hours not including hours worked on a holiday. Also used when an employee works on a holiday and chooses Comp Time Earned instead of Holiday Premium pay. The accrual for Compensatory Time will be 1.5 times the hours of compensatory time entered on the timecard.
- **Excused Duty** – Time missed, but paid, for attendance at University related meetings, seminars, etc.
- **Family Caregiving Leave** - Paid time off for the care of an ill or injured immediate family member. Employees may carry over up to 40 hours of unused family care leave to the next fiscal year, for a maximum utilization of 80 hours in the next fiscal year. Immediate family is defined as and limited to spouse, domestic partner, children, including step and foster, (and their spouses), parents, including step and foster, grandparents, grandchildren, legal wards, siblings, including step and foster, (and their spouses), of the employee or spouse; aunts, uncles, nieces, nephews and first cousins of the employee or spouse; or other relatives residing in the employee's immediate household. Family Caregiving Leave is a use of the employee's sick leave accrual.
- **Funeral Leave** – Time missed, up to 24 hours, or a pro-rated part time equivalent, for a death in the employee's immediate family. Funeral leave is a use of the employee's sick leave accrual.
- **Hol Pay (Sch Day Off)** – Used to record hours to be paid for a holiday that falls on the employees scheduled day off. Hours are paid at regular rate.
- **Holiday** – Paid time off for designated University holidays. Also used for employees working on a holiday to record the 8 hour (pro-rated for part time) holiday benefit they receive.
- **Holiday Premium** – Hours worked on a designated University Holiday. Hours are paid at 1.5 times the regular rate. Employee has the option of coding Comp Time Earned. Employee should also code Holiday hours.
- **Jury Duty** – Hours absent due to Jury Duty. Any jury duty pay received other than reimbursement for travel, meals, or parking should be surrendered to the University through the cashiers in the Office of Business Operations.
- **Medical Appointment** - Paid time off for employee's doctor, dentist, etc. appointment. This is a use of the employee's sick leave accrual. Vacation is used for wellness checkup appointments for family members.
- **Military Leave** -Permanent and probationary employees will be granted military leave as provided by law, with pay not to exceed 30 calendar days in a calendar year. See Merit System Rule 3.144 (8A).
- **Off Duty (No Pay)** - Used to report leave without pay for any scheduled hours not worked when no other paid usage code is used.
- **Overtime** - Used only after total hours worked in a week exceeds 40 hours, the 40 hours not including hours worked on a holiday which are already receiving a premium rate. Pay for overtime will be at 1-1/2 times the regular rate.
- **Pall Bearer** - Up to 8 hours of accumulated sick leave, or a pro-rated part time equivalent, per occurrence may be used to serve as a pallbearer or funeral attendant for someone outside the immediate family. This is a use of the employee's sick leave accrual.
- **Regular** - Time worked.
- **Sick Injury (Work Comp)** - Time missed when injured at work.
- **Sick Leave** - Paid time off due to illness of employee.
- **Standby** – Hours spent in standby status.
- **Vacation** - Paid time off.