

## **Employee Instructions-Electronic Time Sheet Absence Code Key**

**These are general explanations for each absence code for time sheet purposes only. Please refer to your contract or employee handbook for further instructions on when each code should be used.**

BV1 – Bereavement for Immediate Family

BV2 –Bereavement for other than Immediate Family

CF –Conference

CT –Comp Time

PB –Personal Business

SK1 –Sick Time for employee

SK2 –Sick Time for other than the employee

VC –Vacation Time

HOL –GRCC recognized holidays and Holiday Shutdown

CA –Court Appearance

JD –Jury Duty

SD –Shut Down

TC –Telecommuting

UNB –Union Business

EXT –Externship

PTO –Paid Time Off (for TS2 employees only)

VTH –Voluntary Time off (for hourly employees only)

VTS –Voluntary Time off (for salary employees only)

NP –No pay