County Wide Reason Codes as of 2/8/22

See: Employee Tasks Job Aid Page 3 for guidance on entering Reason Code Transfers into your time card.

Specific Departmental Reason Codes may be required by your department. To search for departmental specific reason codes, See: Employee Tasks Job Aid Page 3 for guidance on Reason Code Transfers, and search: your department abbreviation*, *for example*: COR*, DOT*FRS*, POL*, SHF*

Additional **Reason Codes** may be requested through your MCtime Departmental Subject Matter Expert (SME). Please allow a minimum of 3 days for new Reason Code requests. SMEs will use this form to request a Reason Code: https://mcgov.sharepoint.com/fin/Pages/SystemControl.aspx

Pay Code: **Admin Leave – (***Union)* Business (*MCGEO, IAFF, FOP*)		
Reason Code	**Description**	**Reference**
COLLBARG **(collective bargaining)**	This code should be used for activities such as preparing for, and participating in, collective bargaining and negotiations Union Votes – Bargaining unit members shall be granted up to 2 hours of Administrative Leave to attend a contract ratification meeting. Unit members shall be granted 2 hours to attend contract ratification meeting.	MCGEO Article 19.1 (m) MCGEO Article 19.1 (e)
NON-REP	This code should be used when participating in consultations, distributing literature and posting notices. Other Union Business	
REPRSENT **(represent)**	This code should be used when participating in activities such as Alternate Dispute Resolution (ADR) meetings, trainings, grievances, and conflict resolution. Maximum use in a Leave Year – 2000 hours	MCGEO Article 19.1 (h)
~~**ULECTED**~~	Reason Code UELECTED - now disabled; Instead use- Pay Code – **Admin Leave - Union Elected** Authorized Elected Union Officials (not stewards), who have been authorized by the Union and OHR Labor. *Note- If you do not have written authorization to use this code, you may not use.* Maximum use in a Leave Year – 2080 hours	MCGEO Article XX

Pay Code: Admin Leave Other

Reason Code	Description	Reference
ADMCOVID	Admin Leave used for illness related to COVID-19 (in accordance with CDC guidelines)	COVID-19 Event Timekeeping Memos
ALTPLACE	Pending Alternate Placement	OHR/OMS
AMLBLOOD	Administrative Leave for Blood Donation and return to the work site, up to a maximum of 3 hours	MCGEO Article 19.1 (j)
AMLBONEM	Administrative Leave for Bone Marrow Donation	MCGEO IAFF
AMLORGAN	Adm Administrative in Leave for Organ Donation	MCGEO IAFF
APPRECIA	To attend a Staff Appreciation Event	MCGEO Article 19.1 (e)
AMLBLOOD	Administrative Leave for Blood Donation and return to the work site, up to a maximum of 3 hours	MCGEO Article 19.1 (j)
CAOAUTH	When the County Administrator Officer (CAO) prepares a memo and authorizes the use of Administrative Leave for a County Program or event; When an employee meets with Retirement Counselors;	MCGEO Article 19.1 (e)
EMPGIVE	Employee Giving Campaign meetings, events or activities	MCGEO Article 19.1 (e) Authorized by CAO, via memo
EMPVOTE	Employee Voting Time - Registered Voters whose work schedules are such that they do not have two hours of continuous off-duty time to vote during the time when polls are open shall be given administrative leave for a period not to exceed 2 hours on election day in order to cast a ballot in State, County and federal primary and general elections. Employees who utilize this provision must furnish proof that they voted or attempted to vote.	MCGEO Article 19.1 (l)
IMEAUTH (independent medical exam authorized)	To attend a County ordered Independent Medical Exam – Workers Comp, Special Medical Examinations or a Fitness for Duty Exam	MCGEO Article 19.1 (b)(3) MCGEO Article 34.6 MCGEO Article 34.9
LOCALGOV	To be used when attending a local government meeting, seminar or board not directly related to the employee's job duties	MCGEO Article 19.1 (e) Authorized by CAO, via memo