

ATLS Codes

Listed below are ATLS timekeeping codes, along with a brief description. Except where otherwise indicated, the reference for these descriptions is the 1985-1987 City-wide Contract (Group 12 employees) and Operating Procedure 20-26 (Group 11 employees).

CODE	DESCRIPTION	TYPE (PRIMARY, SECONDARY, BOTH)
01	Day Off/Excused Time Scheduled day off or any nonchargeable time not otherwise coded.	Both
02	Annual Leave Vacations, personal business, religious or ethnic observance.	Primary
03	Sick Leave Illness and/or medical appointments.	Primary
04	Comp Time Used (Group 12) Time off for hours worked in excess of regularly scheduled hours.	Primary
05	Jury Duty Non-chargeable time for jury duty service.	Primary
06	Absent Without Pay Not at work and without pay.	Primary
07	Education (Group 12) Non-chargeable time for education leave. For example, attendance at job-related seminars, conferences. Note: Group 11 employees are ineligible for education leave. When attending educational courses or seminars during regular business hours that are job-related, then that time is recorded as code 16 (Off-Site Work).	Primary
08	Death in Family Time taken after the death of an immediate family member not to exceed four work days.	Primary
09	Comp Time Used (Group 11) Time off for hours worked beyond 45 hours per week. Compensatory time is accrued for hours worked between 45 and 89, up to a maximum 44 hours per week. (Annual, Sick, Holiday does not count towards the 45 hours). Certain titles are excluded. Accrual of comp time is activated at the discretion of HR and may not always be active. Refer	Primary

	to the latest Operating Procedure 20-26 for the current status of the policy.	
10	Alternative Work Schedule (AWS) (Group 11) When employee works unusually long hours in excess of the regular workday (exclusive of lunch), the employee may be excused from working an equivalent number of hours during another regular workday in the same work week, at the discretion of the cost center manager.	Primary
11	Summer/Heat Hrs Used (Group 12) Time taken under summer/heat policy. Summer/heat days should be liquidated before the start of the next vacation year. Heat days not liquidated before the start of the vacation year do not get added to any leave accruals.	Primary
12	Summer Shortened Work Schedule (Group 12) Time earned under summer shortened work schedule policy. Summer shortened work schedule hours are earned between July 1 and terminated on Labor Day. No summer shortened work schedule hours may be earned by any employee until the employee has completed one year of service.	Primary
13	Shift Change Temporary change from the employee's normal tour of duty.	Both
14	Meal Time No Lunch (Group 12) No meal period taken.	Both
15	Meal Time (30 Minutes) (Group 12) Only 30 minutes of employee meal period is taken.	Both
16	Off-Site Work Work assignments at other than usual assigned work place (Group 11 and Group 12 employees) or attendance at job-related seminars, conferences, etc. (Group 11 employees only).	Both
17	Infection Control Placed off-duty in pay status for the purpose of infection control. Absence required because of Occupational Health Services ruling with respect to quarantine is non-chargeable. When a facility Infection Control Officer determines that an employee must be released from duty because of exposure to a communicable disease, the time the employee is ordered off duty until either cleared for return or the onset of illness (whichever occurs first) shall be non-chargeable.	Primary
18	Suspension Without Pay (Group 12) Off-duty in non-pay status as a result of disciplinary action.	Primary

19	Holiday Pay for Pass Day (Prevailing Rate) (Group 12) Prevailing rate employees in eligible job classes should code a “19” along with their schedules start and end times when their pass day (scheduled day off) is on an observed holiday.	Primary
20	Advanced Sick Leave (3.4) Approved advanced sick leave. Group 12 employees, except provisional and temporary employees, who have exhausted all earned sick leave and annual leave balances due to personal illness may be permitted to use unearned sick leave allowance up to the amount earnable in one year of service, chargeable against future sick leave. A Group 11 employee who has exhausted all leave balances due to illness may be permitted to use up to twelve days of unearned sick leave, to be charged against future earned sick leave.	Primary
21	Extended Sick Leave (3.5) Approved extended sick leave. At the discretion of the Central Office Cost Group Manager/Executive Director/NFCC Administrator, permanent Group 12 employees may also be granted sick leave with pay for three months after ten (10) years of City service, after all credits have been used. A Group 11 employee who has exhausted all leave balances and who has completed the ten (10) years of City Service may, at the discretion of the Central Office Group Manager/Executive Director/NFCC Administrator, be granted extended sick leave with pay up to a maximum of three calendar months, which shall not be charged against future earned sick leave. The maximum grant of unearned sick leave shall not exceed six calendar months.	Primary
22	Workers’ Compensation with Pay (7.1) Used for seven (7) calendar days, 5 work days non-chargeable provision. If the employee is considered disabled after the date of injury, the first week’s absence may be granted by HR Leaves Administration on a with-pay, non-chargeable basis.	Primary
23	Workers’ Compensation without Pay (7.0 Option 2) Absence taken without pay. If an employee does not wish to use his or her sick and/or annual leave the employee goes on leave without pay pending the payment of Workers’ Compensation.	Primary
24	Workers’ Compensation with Pay (7.0 Option 1) An employee may use his or her sick and/or annual leave balances during the period of absence.	Secondary
25	Workers’ Compensation (7.2A) Approved leave with pay due to an assault at work. This leave cannot exceed eighteen (18) months. This is a grant and not charged to leave balances.	Primary
26	Workers’ Compensation (7.2B)	Primary

Approved leave with pay up to three months. This is a grant and not charged to leave balances.

27	Holiday Time off for holiday.	Primary
28	Comp Time Earned (Group 12) Authorized work time not compensated in cash in excess of scheduled hours.	Primary
29	Overtime (Group 12) Authorized time worked in excess of scheduled hours.	Primary
30	MVA (Motor Vehicle Oper) (Group 12) Motor Vehicle Operator Assignment Differential (lower rate).	Both
31	MVO (Motor Vehicle Oper) (Group 12) Motor Vehicle Operator Assignment Differential (higher rate).	Both
32	Responsibility Pay (Group 12) Authorized LPN or Staff nurse assignment differential.	Both
33	Standby (Group 12) Time confined to the home awaiting call-in (Group 12 employees only).	Both
34	Call-In (Recall) (Group 12) Time ordered to duty from standby.	Both
35	Military Leave Ordered to military duty during scheduled work hours. Maximum of 31 work days in a calendar year.	Primary
36	Terminal Leave/Separation (Group 12) Group 12 Terminal Leave	Primary
37	Unexcused Lateness Charged against employee's compensatory or annual leave balances.	Primary
38	FFCRA Cost Center Code used for work performed at other than regular cost center.	Primary
40	Holiday (All Pay) (Group 12) Employee worked the holiday and requests all pay.	Primary
41	Holiday (All Comp) (Group 12) Employee worked the holiday and requests all holiday comp time.	Primary
42	Holiday Premium Pay (Group 12) Eligible employees should use this code when they work on a holiday and want to get holiday premium pay. Prevailing rate employees	Primary

	should code 42 when they work on the observed holiday and other Group 12 employees when they work on the actual holiday.	
43	Additional Tour (Group 12) Employee works a scheduled second tour on the same day (Group 12 employees only).	Both
44	Includes Meal Time Employee uses this code to tell the system which half of a split day to deduct the meal time from.	Both
45	Advanced Annual Leave Advanced annual leave.	Primary
46	On-Call (Group 12) On-call Attending Physicians only	Primary
47	Suspension with Pay (Group 12) Off-duty in pay status as a result of disciplinary action.	Primary
48	Meal Time (60 Minutes) (Group 12) A 60-minute meal period is taken.	Both
49	Unscheduled Annual Leave Employee used unscheduled annual leave without advanced approval by supervisor.	Primary
50	Unscheduled Sick Leave Employee used unscheduled sick leave without advanced approval by supervisor.	Primary
51	WTC Initial Medical Eval WTC initial medical examination	Primary
52	Telecommuting Work arrangement that allows an employee to perform work at home.	Primary
53	Cancer Screenings Per calendar year, employees are eligible to receive and use up to (4) hours of paid leave of absence, including time to travel to and from screening facility. The leave may be taken all at once or it may be spread over two or more days. Any leave taken in excess of the four (4) hours will be charged to sick/vested sick leave and then annual/vested annual leave, in that order.	Primary
54	Tour 1 Employee will use this code when they work on tour 1 and they are coding the entire shift on the day after they actually started the tour (e.g. nurse starts tour 1 on 23:30 on Monday night and works until 07:30 on Tuesday morning. Employee will code 23:30 to 07:30 on Tuesday with a code 54).	Both

55	FMLA Leave Employee will use this code when they are on FMLA leave.	Secondary
56	FMLA - Intermittent This code can only be used upon approval by HR/Leaves Administration. The employee will use this code when they are still on an approved FMLA leave. It is a secondary code and therefore must be accompanied by a primary leave code such as Codes 02 (annual), 03 (sick), or 06 (Absent Without Pay).	Secondary
57	Family Sick Leave Employees can use this code when they are off from work to care for a sick family member. Use of this code will decrease the employee's sick balance. Maximum three days at standard hours.	Primary
58	Preceptor Differential (RN Only) Eligible employees in 7 titles who use this code will receive a Preceptor Differential payment generated from this timesheet.	Both
59	Nurse in Charge (Group 12) Eligible employees in 4 titles who use this code will receive a Nurse in Charge differential payment generated from the timesheet.	Both
60	Floating Holiday Pay (MCMEA) (Group 12) Employee who uses this code will receive a holiday payment generated from the timesheet.	Primary
61	MD Hazard Pay Eligible employees who uses this code will receive a hazard pay differential generated from the timesheet.	Secondary
62	Military – Extended Benefit The use of this code will document when employees are on military extended benefit leave.	Primary
63	Floating Holiday Used Employees must use this code if they are taking their floating holiday.	Primary
64	Personal Leave (Nurses) Nurses use this code when they take personal leave days for working on Martin Luther King Day, Columbus Day and Election Day	Primary
65	Reasonable Accommodation Employee uses this code for any time taken as part of an approved EEO Reasonable Accommodation. It is a secondary code and therefore must be accompanied by a primary leave code such as Codes 02 (annual), 03 (sick), or 06 (Absent Without Pay).	Secondary
66	Parental Leave – (Group 11)	Primary

	Parental Leave – Group 11 only	
67	Paid Family Leave (PFL) – Continuous Paid Employee on approved paid family leave. LOA reason code PFL.	Primary
68	Paid Family Leave (PFL) – Intermittent PFL used by the day. Unpaid leave. Employee paid through Absolve.	Primary
73	Paid Family Leave (PFL) – Using Accrued Time Employee on approved paid family leave and elects to use their own time.	Secondary
77	Voting Time Employees uses this code when they take time off to vote. See N.Y. Election Law Section 3-110	Primary