# Absence Definitions

Absence eligible employees must select an absence name and a reason when submitting an absence request in HRMS. This document defines available absence names and provides links to additional resources on eligibility, policies, and reasons. Commonly used absences include vacation, sick, personal, and compensation (comp) time. Use the primary reason highlighted in bold for each absence name unless the manager or unit absence administrator directs otherwise. Units may have procedures on entering alternate reason codes for their employees or may give direction to the employee themselves on entering different reason codes.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Definition</th>
<th>Reason</th>
<th>Absence Information on OHR website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Vacation leave is paid time off of work for personal activities. The amount of vacation time you earn can be affected by several factors such as: employee group, length of service at the University, and the number of hours you work per year. Refer to the governing contracts, rules, and policies for specific information on employee groups.</td>
<td>• Other</td>
<td>Vacation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FMLA</td>
<td><a href="http://humanresources.umn.edu/vacations-leaves/vacation">http://humanresources.umn.edu/vacations-leaves/vacation</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Military Leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Workers Comp</td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Policies, rules, and contract language governing sick leave vary by employee group. For more details about sick leave eligibility, accrual rates, and what happens when you change jobs, leave a job, or return to the University, read the rules for your employee group.</td>
<td>• Other</td>
<td>Bereavement Leave</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FMLA</td>
<td><a href="http://humanresources.umn.edu/vacations-leaves/bereavement-leave">http://humanresources.umn.edu/vacations-leaves/bereavement-leave</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Workers Comp</td>
<td></td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>A personal holiday is provided to specific employee groups in lieu of a scheduled &quot;floating&quot; holiday. As of July 2012, this holiday must be taken during the fiscal year between the dates of July 1 and June 30. It cannot be banked or utilized outside this period, or it is lost. Approval and tracking of this holiday in HRMS is the responsibility of the local unit.</td>
<td>• Personal Holiday</td>
<td>Parental Leave</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FMLA</td>
<td><a href="http://humanresources.umn.edu/vacations-leaves/parental-leave">http://humanresources.umn.edu/vacations-leaves/parental-leave</a></td>
</tr>
<tr>
<td>Comp Time</td>
<td>Time off with pay for overtime worked, in lieu of overtime pay.</td>
<td>• Comp Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FMLA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Workers Comp</td>
<td></td>
</tr>
</tbody>
</table>

Continued on Side B.
## Absence Definitions (cont.)

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Definition</th>
<th>Reason</th>
<th>Absence Information on OHR website</th>
</tr>
</thead>
</table>
| Excused Paid | Employees who qualify can request excused paid time off for allowable reasons. | • Other  
• Administrative  
• Entrepreneurial  
• FMLA  
• Jury Duty/Court Appearance  
• Medical  
• Military Leave  
• Parental Leave  
• Personal  
• Sabbatical  
• Single Semester  
• Union/Labor  
• Voting/Election Judge  
• Workers Comp | Faculty Development Leaves (Includes Sabbaticals)  
http://policy.umn.edu/hr/facleave  
P & A Development Leaves (covers multiple reason types)  
http://policy.umn.edu/hr/proftransleave  
Personal Leaves of Absence  
http://humanresources.umn.edu/vacations-leaves/personal-leave-absence  
Religious Holidays  
http://policy.umn.edu/hr/religioussholidays  
Voting & Election Judge Leave  
http://humanresources.umn.edu/vacations-leaves/voting-election-judge-leave |
| Excused Unpaid | Employees who qualify can request excused unpaid time off for allowable reasons. | • Other  
• Disability  
• FMLA  
• Military Leave  
• Other  
• Parental Leave  
• Personal  
• Sabbatical  
• Workers Comp | Jury Duty & Court Appearance Leave  
http://humanresources.umn.edu/vacations-leaves/jury-duty-court-appearance-leave  
School Conference & Activity Leave  
http://humanresources.umn.edu/vacations-leaves/school-conference-activity-leave  
Personal Holiday  
http://humanresources.umn.edu/university-holiday-calendars/personal-scheduled-floating-holiday |