

Overview

Some absence takes require you to enter partial hours for them to process. This reference guide explains the different absence takes and whether they should be entered in partial hours, days or if both are acceptable.

Note: If you enter partial hours and span a weekend, it will deduct hours for the weekend days. Do not span the weekend using partial hours if you do not want hours taken out for Saturday and Sunday.

This following table identifies each of the Absence Management takes and indicates whether each can be used with scheduled hours (using the begin and end dates of the take) or partial hours.

You can view additional information for any of the CSU Absence Management Takes by clicking the **Details** hyperlink from the Absence Event Page and entering additional information into one of the provided **User Defined Fields**.

Note: These fields are all optional and they do not impact employee processing; they are intended for informational use only. Any restrictions or considerations that apply are also indicated.

Absence Take	Description	Use Partial Hours or Schedule Hours?	Considerations
CATAT SCK LV DON	Catastrophic leave donation from donor's sick balance	Partial Hours Only	Use partial hours only to enter the total number of donated hours of sick on the date the donation is used.
CATAT VAC LV DON	Catastrophic leave donation from donor's vacation balance	Partial Hours Only	Use partial hours only to enter the total number of donated hours of vacation on the date the donation is used.
CTO AT EARNS	CTO earn compensatory time	Partial Hours Only	Earned compensatory time is entered as the number of hours the employee has worked to earn the time. The earned compensatory time then updates the appropriate balance.
CTO AT TAKE	CTO Take	Partial Hours or Scheduled Hours	Usage is reported in Partial Hours or Scheduled Hours. Earnings are always reported in Partial Hours.
DCK AT DOCK	Dock	Partial Hours or Scheduled Hours	Dock is used by the qualifying calculation for salaried employees. Only Dock entered as full days using the scheduled hours is considered for the qualifying calculation.
FL ATFUNERAL	Funeral Leave	Partial Hours or Scheduled Hours	Capture the relationship using the Character 1 field and capture the miles traveled in the Decimal 1 field
HCR AT EARNS	Holiday Credit earn compensatory time	Partial Hours Only	Earned Holiday Credit is entered as the number of hours the employee has worked to earn the time. The earned time updates the appropriate balance.
HCR AT USAGE	Holiday Credit Usage	Partial Hours or Scheduled Hours	Usage is reported in Partial Hours or Scheduled Hours. Earnings are always reported in Partial Hours.

Absence Take	Description	Use Partial Hours or Schedule Hours?	Considerations
HCT AT EARNS	Holiday CTO earn compensatory time	Partial Hours Only	Earned Holiday CTO is entered as the number of hours the employee worked to earn the time. The earned compensatory time updates the appropriate balance.
HCT AT USAGE	Holiday CTO Usage	Partial Hours or Scheduled Hours	Usage is reported in Partial Hours or Scheduled Hours. Earnings are always reported in Partial Hours.
JD AT JURY	Jury Duty	Partial Hours or Scheduled Hours	
MIL AT MIL TAKE	Military Take	Partial Hours or Scheduled Hours	Military is tracked in calendar days.
MPA AT MAT	Maternity Paternity Adoption	Partial Hours or Scheduled Hours	
ODP AT ORGAN	Organ Donation Program	Partial Hours or Scheduled Hours	Organ Donation is tracked in calendar days.
PD AT PRODEV	Professional Development	Partial Hours or Scheduled Hours	
PH AT PER HOL	Personal Holiday Take	Partial Hours or Scheduled Hours	Each employee receives one personal holiday which may be used on one job or across multiple jobs. The total of all jobs covered by the personal holiday cannot exceed a 1.0 FTE and all instances must be taken on the same day.
SCK AT DEATH	Sick Take - Death	Partial Hours or Scheduled Hours	All three of the available sick takes are tracked as part of the overall sick balance.
SCK AT FAMILY	Sick Take - Family	Partial Hours or Scheduled Hours	

Absence Take	Description	Use Partial Hours or Schedule Hours?	Considerations
SCK AT SELF	Sick Take - Self	Partial Hours or Scheduled Hours	
UT AT UNION	Union Time	Partial Hours or Scheduled Hours	
VAC AT VAC	Vacation Take	Partial Hours or Scheduled Hours	