

## RCUH eTimesheet Leaves Guide

Leave/Other Codes	Description/Use	Employee Requests in Advance	PI/Designee Responsibility/ Action	RCUH HR Authorization	Attachment Required*
<b>Vacation Leave (LVA)</b> <a href="#">Policy 3.620</a>	Minimum vacation leave is 1.00 hour, fractional hours beyond one hour must be in 0.50 hour increments.	✓	Approval		
<b>Sick Leave (LSK)</b> <a href="#">Policy 3.640</a>	For all scheduled medical appointments, a doctor's note is required to be attached.	✓ Scheduled appts	Acknowledgement		**
	If you are out for 5 or more consecutive working days, a doctor's note is required (refer to policy for non-standard work schedules)		Acknowledgement		**
<b>Bereavement Leave (LFL)</b> <a href="#">Policy 3.670</a>	Can take up to 3 working days (24 hours) based on FTE. <b>In comments section, include relationship.</b>	✓	Approval		
<b>Blood Donation Leave (LBD)</b> <a href="#">Policy 3.676</a>	Granted up to 2 hours of paid leave regardless of FTE. <b>Attachment:</b> PI may request that the employee submit a blood donation receipt provided by the Blood bank of Hawaii.	✓	Approval		
<b>Jury Duty Leave (LJD)</b> <a href="#">Policy 3.672</a>	Employees will continue to receive their full salary while serving Jury Duty.	✓	Acknowledgement		✓ Jury Duty Certification
<b>Leave Without Pay (LWP)</b> <a href="#">Policy 3.650</a>	Vacation must be exhausted prior to taking LWP unless under the following circumstances: Professional Improvement, Family Leave, and Military Leave.	✓	Approval		
<b>Parent Teacher Conf Leave (LPT)</b> <a href="#">Policy 3.678</a>	Up to 2 hours each and for 2 conferences per child in a calendar year. Hours exceeding the 2 hours shall be charged as Vacation then Leave Without Pay.	✓	Approval		✓ <a href="#">Form B-1</a>
<b>Special Leave Codes:</b> RCUH HR must be notified in advance and will open leave codes upon review					
<b>EARLY Deadline:</b> Employee must submit and Principal Investigator/Supervisor must approve by: 12noon Day PRIOR to RCUH Payroll Deadline					
<b>Family &amp; Medical Leave</b> <a href="#">Policy 3.660</a>	Special Leave Code: Available after family leave request documentation is received and approved by RCUH HR. Refer to the Family Leave Designation Notice for Time-Reporting Instructions.	✓	Acknowledgement	✓	✓ Designation Notice
<b>Workers' Compensation (LWC)</b> <a href="#">Policy 3.580</a>	Special Leave Code: Available after Supervisor's Report of Industrial Injury is received, reviewed, and approved by RCUH HR.	✓	Acknowledgement	✓	✓
<b>Military Leave Paid (LML) /Leave Without Pay (LMW)/ Vacation (LMV)</b> <a href="#">Policy 3.674</a>	Up to 10 working days (80 hours) of pay (LML) based on FTE per fiscal year (Oct 1 – Sept 30). Any hours exceeding the 10 working days (80 hours) will be automatically charged to Military Leave without Pay (LMW) unless employee requests to use vacation (LMV) in comments section.	✓	Acknowledgment	✓	NONE: Military orders not required

\* Attachments: Scan and attach approved leave request forms and any supporting documentation to your eTimesheet. Attachments can be of any file type. It is the PROJECT's responsibility to review required documents prior to the submission to RCUH Human Resources.

\*\* Principal Investigator or RCUH may also require an employee to provide a physician's certification of disability on each day of the sick leave if warranted (refer to Policy 3.640).