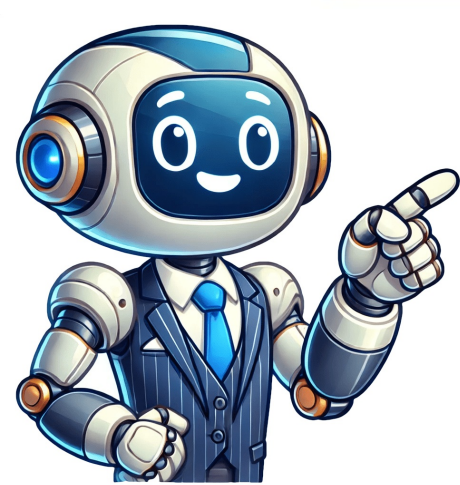


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Skip to page navigation Official websites use .gov A .gov website belongs to an official government organization in the United States. Secure .gov websites use HTTPS A lock (A locked padlock) or https:// means you've safely connected to the .gov website. Share sensitive information only on official, secure websites. OPM.gov / Policy / Pay & Leave / Leave Administration An employee is entitled to paid time off without charge to leave for service as a juror or witness. An employee is responsible for informing his or her supervisor if he or she is excused from jury or witness service for 1 day or more or for a substantial part of a day. To avoid undue hardship, an agency may adjust the schedule of an employee who works nights or weekends and is called to jury duty. (If there is no jury/witness service, there is no court leave. The employee would be charged annual leave, sick leave, or leave without pay, as appropriate.) Jury Duty An employee who is summoned to serve as a juror in a judicial proceeding is entitled to court leave. Witnesses An employee who is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party is entitled to court leave. Official Duty An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave. Fees/Expenses Employees must reimburse to their agency fees paid for service as a juror or witness. However, monies paid to jurors or witnesses which are in the nature of "expenses" (e.g., transportation) do not have to be reimbursed to the agency. References 5 U.S.C. 6322, 5537, and 5515 Comptroller General opinions: 26 Comp. Gen. 413 (1946)-return to work site 38 Comp. Gen. 142 (1958)- official duty status 52 Comp. Gen. 325 (1972)-private party suit B-214863 (07/23/84)-fees ATAAPS Time Coding Guide Regular Hours RF Regular 1st (Ungraded) RG Regular (Graded) RS Regular 2nd (Ungraded) RT Regular 3rd (Ungraded) Leave Hours - Paid LA Annual Leave LB Advanced Annual Leave LC Court Leave LF Forced Annual Leave LG - Advanced Sick Leave LH - Holiday Leave LL Law Enforcement Leave LM Military Leave LN Administrative Leave LV Excused Absence LS Sick Leave LT Injury Leave LU Date of Injury LX Non-work, Paid LY Time off Award Leave Hours - Nonpaid KA LWOP KB Suspension KC AWOLKD OWCPKE Furlough KG Military Furlough Usage Straight time pay for ungraded employees who work first shift Straight time pay for graded employees regardless of scheduled hours worked Straight time plus 7.5% shift pay for ungraded employees who work second shift Straight time plus 10% shift pay for ungraded employees who work third shift Leave request required for hours claimed Leave earned that is available for use by all permanent, indefinite employees, and temporary employees who are appointed to positions in excess of 90 days. Used if an activity has approved advanced annual leave (prior approval and processing by HRO for entitlement) Paid leave for Jury duty (Documentation requirements) Annual leave that is directed to be taken by management MFR required for non-concurrence if member refuses Used if an activity has approved advanced sick leave (prior approval and processing by HRO for entitlement) Paid leave for designated Federal Holidays Special category of military leave- specific guidance required when used 120 hours of leave granted to a member in place of a military status PH Dental Appointment (1 per year in conjunction with DD Form 2813, up to 4 hours, must have less than 80 hours of sick leave to use PH) Presidential Leave, Voting, Blood Donation, Emergency Situations, Funeral Honors Duty Leave taken in conjunction with being sick or for use with a medical appointment If leave is more than 3 consecutive days Doctors note may be required by the supervisor Absence due to a traumatic injury covered by Continuation of Pay (COP) (in conjunction with LU) Hours of non-work due to traumatic injury (Not to be used after date of injury) Day of death Coordinate with HRO and Finance Leave given in lieu of cash award Leave without Pay Administrative suspension processed through HRO Absence With Out Leave - used for periods of unauthorized absence Non-pay status due to receiving compensation from the Office of Worker's Compensation Programs Lack of Work Non-pay hours in conjunction with performing military duty Compensatory Hours CB Travel Comp Time CE Comp Time Earned CF Travel Comp Time Used CT Comp Time Taken Sunday Premium SF Sunday Pay SG Sunday Pay SS Sunday Pay ST Sunday Pay Holiday Hours HF Holiday Pay HG Holiday Pay HS Holiday Pay HT Holiday Pay Family Leave Codes DE Family Care/Bereavement DF Adoption Family Medical Leave DA Childcare DB Adoption DC Care of Dependent DD Health Condition SAD State Active Duty LS Disabled Veteran Leave \$ Time spent by an employee in a travel status away from the official duty station. Additional AF Form 428 required. \$ Hours worked as overtime that are entered in to be used at a later time as comp time off Additional AF Form 428 required. Comp Time off in lieu of payment for an equal number of hours worked Comp Time off in lieu of payment for an equal number of hours worked Pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday Pay for a full-time graded employee when Sunday is a regularly scheduled workday during the administrative work week Pay for full-time ungraded second shift employees (including shift differential) when Sunday is a regularly scheduled workday Pay for full-time ungraded third shift employees (including shift differential) when Sunday is a regularly scheduled workday AF Form 428 required; must route through Finance prior Pay for ungraded first shift employees who work on the holiday Pay for graded employees who work on the holiday Pay for ungraded second shift employees who work on the holiday, plus shift differential Pay for ungraded third shift employees who work on the holiday, plus shift differential Reported on the HZ/OTH field for applicable type hour leave codes (LS, LA, LB, LG, KA, CT) Sick Leave taken to provide care for a family member, make necessary arrangements for the death of a family member, or attend the funeral of a family member Sick Leave taken for the purposes relating to the adoption of a child Require prior Authorization Reported in the HZ/OTH field for applicable type hour leave codes (LS, LA, LB, LG, KA, CT) Birth of son/daughter or care of newborn Adoption or Foster Care Care of spouse, son daughter, or parent with a serious health condition Serious Health condition of an employee Seek guidance from finance to coordinate proper time coding PW Veteran with a service-connected disability rating of 30% or more may use in place of sick leave for undergoing medical treatment connected to the service disability (see HRO/Finance for guidance) Reference: TPR 630, DoD FMR Vol 8, and DoDI 1400.25 V 630

What code do you use in ataaps for jury duty. What is the ataaps code for jury duty.