Enclosure 2

ATAAPS Labor/Reason Codes

Overtime Labor Codes

OS – Scheduled overtime. Additional work hours scheduled in advance as defined in FPM 610. Graded employee's night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by DCPS. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate in DCPS. If the overtime was worked on a non-workday, the shift code from the previous workday is used to compute the overtime rate in DCPS.

OU- Unscheduled overtime. Additional hours of work not scheduled in advance, as defined in FPM 610. This code is also used to report law enforcement officer' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by DCPS.

OC- Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. DCPS will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. DCPS will determine which shift is payable to ungraded employees who work overtime callback.

Family Leave Codes

Note: Family Medical Leave codes (DA, DB, DC, DD, and DM) require prior authorization entered into DCPS.

Family Medical Leave

DA - Birth of Son/Daughter or Care of Newborn
DB – Adoption for Foster Care
DC – Care for Spouse, Son, Daughter, or Parent with a Serious Health Condition.
DD – Serious Health Condition of Employee

Note: Family leave codes include both Family Medical Leave and Family Friendly Leave. Employees assigned to temporary positions are NOT permitted to charge to any Family Leave codes.

ATAAPS Labor/Reason Codes (Cont)

Family Friendly Leave

DE – Family Care/Bereavement: Sick Leave taken to (1) provide care for a family member, (2) make arrangements necessitated by the death of a family member or attend the funeral of a family member.

DF – Sick leave for Adoption Purposes: Sick Leave taken for purposes relating to the adoption of a child.

Family friendly Leave reasons are reported in the HZ/OTH/field for the applicable type hour leave codes (LS and LG)