

- A. Absent Without Leave Available (808): A type of unpaid leave used when the employee has no accrued leave available or elects not to use leave accruals.
- B. Administrative Leave (807): Paid, or unpaid, Administrative Leave may be granted to address situations not covered by other types of leave. Administrative Leave is to be used at the discretion of the Elected Official or their representative when time away from regular duties is deemed appropriate, necessary, or protective for either the employee or the County. Administrative leave requires a comment to be entered in Tyler Time & Attendance providing the reason for the leave.
- C. Bereavement Leave (802): A type of paid leave used to track up to three days of time off in the event of the death of the employee's parent, child, spouse, brother, sister, grandparent, grandchild, great grandparent, great grandchild, uncle, aunt, nephew, or niece. At the discretion of the elected official, employees may be granted necessary time off with pay to attend the funeral of other relatives or friends.
- D. Compensatory Time: An earned type of paid leave granted in lieu of cash overtime payment.
- E. Disaster Leave: A type of paid leave not to exceed fifteen (15) working days that may be granted to an employee who is affected by a Presidentially Declared National Disaster.
- F. Election Leave (805): A type of paid leave, up to two hours, granted to allow employees to vote during official elections when an employee's workday begins less than three hours after the time that the polls are opened, or ends less than three hours before the time the polls are closed.
- G. Emergency Shutdown Leave: A type of paid leave used when the Chair or Vice Chair of the Board of County Commissioners, or in their absence, the Emergency Management Director, declares a formal closing, late-opening, or early closure of the building or site due to severe weather conditions or other unsafe conditions of County buildings or sites where employees are assigned to work.
- H. FMLA Paid Leave (800P): This code tracks time off under FMLA that is covered by a paid benefit type (e.g., sick, vacation, comp).
- I. FMLA Unpaid Leave (800U): This code tracks time off granted under FMLA when the employee has no paid leave or chooses not to use it — this time is unpaid but still job-protected.
- J. Holiday Leave: A type of paid leave granted for holidays observed by the County.
- K. Investigative Administrative Leave: Paid or unpaid leave used during investigations related to workplace conduct or pending disciplinary action.
- L. Jury Duty Leave (804): A type of paid leave granted when an employee is called to perform mandatory jury service or subpoenaed to testify as a witness in a case not involving personal interest. This leave does not apply if the employee is involved in private litigation.

- M. Military Leave (801): A type of paid leave used for employees who are called to active duty or military training with the National Guard, Reserves, or other Uniformed Services in accordance with 5 U.S. Code § 6323.
- N. Professional Development Leave (806): A type of paid leave that may be used for conference attendance, continuing education, training, or professional certifications that relate to the employee's position, as approved.
- O. Public Health Emergency Leave: A paid type of leave for employees unable to work due to a confirmed diagnosis, a quarantine order, or work-related exposure as determined by the County.
- P. Sick Leave: An earned leave benefit that is accrued monthly. Employees may utilize sick leave for personal illness and medical, dental, vision appointments as well as illness and medical, dental, or vision appointments of a spouse, child, parent, or legal dependent.
- Q. Vacation Leave: An earned leave benefit that is accrued monthly. Vacation leave is intended to be used for vacations, personal business and other time off work not covered by other paid leave.
- R. Workers' Compensation Leave: A type of paid leave granted to allow an employee who sustains illness or injury arising out of or in the course of employment with Oklahoma County to be provided with reasonable and necessary medical care.