How to Code Your Timecard

FML Only (For Career Services Authority Employees)

- **FMLPD**: Use this code to use all available leave balances and to be paid for all time off/all time taken as FML.
- **FMLWO**: Use this code to take FML as leave without pay.

FML Only (For Denver Health Employees)

- **FMLPD**: Use this code to use all available leave balances and to be paid for all time off/all time taken as FML.
- **FMLWO**: Use this code to maintain 40 our PTO bank. All available PTO above 40 hours **MUST** be used.

FML and STD Together: (For Denver Health Employees)

- **FMLPD**: Use this code to supplement Short-Term Disability with PTO and to pay PTO bank ALL THE WAY DOWN/OUT. As long as there is PTO available, you will received 100% paycheck.
- **FMLWO**: No supplementing of PTO. Once Short-Term Disability payments end (such as in the case of maternity leaves), employee will be paid PTO down to 40 hour bank (40 hours will be kept/left). Anything after that will automatically be leave without pay. However, **do NOT use LWO code**.

While on Continuous FML, the employee may retain a balance of 40 hours of PTO time accrued; however, all available PTO above 40 hours must be used. PTO will not accrue during an unpaid portion of Leave of Absence or while collecting Short-Term Disability or Worker’s Compensation benefits. For intermittent leaves, employees must use all available accrued PTO.
**Non-FML Only** (For Denver Health Employees)

- **PTO/Ill**: All PTO must be used.

**Non-FML and STD Together** (For Denver Health Employees)

- **PTO**: Must be used during the 1st week of STD wait period.
- **ILL**: PTO supplementation of STD.

Note: must supplement with PTO and use all of PTO.

**Non-FML Maternity and STD Together** (For Denver Health Employees)

- **PTO**: Must be used during the 1st week STD waiting period
- **ILL**: Use this code to only pay STD with **NO** PTO Supplementation
- **LWOP**: Use this code to only pay STD with **NO** PTO supplementation.

Note: since STD pays for the first 6-8 weeks of maternity leave, employees can choose to NOT supplement their STD with PTO. Once STD ends, they must then use any PTO available and coding must be PTO or ILL.

**Friendly Reminders**

- Discuss these codes with your manager and/or payroll clerk before your leave.
- If you have been officially medically certified for FMLA, you MUST use one of the two codes listed above (CSA as well) for your absence associated with your serious health condition.
- PTO will NOT accrue during an unpaid portion of a leave NOR while collecting Short-Term Disability or Worker’s Compensation benefits.
- Denver Health is required to track all eligible FML. It is the **supervisor’s responsibility** to ensure that the employee’s time card accurately reflects eligible FML taken by using FMLPD or FMLWO pay codes. Using other pay codes will not track FML.