

JDE: TIME AND LABOUR	
LEAVE TYPES "MY LEAVE REQUESTS"	
Leave Type	Explanation
Bereavement	Time off for a Death in the family
Make Up Time-Festive Closure	Time off using accrued time for Festive Closure ONLY
Floating Holiday	Time off using Floating Holiday
Jury Duty	Jury Duty
Lieu Time	Time off using Lieu time banked
Personal Time	Personal time off
Sick Time/CHR	Time off using your sick bank (for union City Hourly employees)
Sick Time	Time off using your sick bank
Sick Unpaid	Sick time off - Unpaid
Sick/Floating Holiday	Time off when sick but using Floater Holiday to cover
Sick/Lieu Time	Time off when sick but using lieu to cover
Sick/Vacation Time	Time off when sick but using vacation bank to cover
Union Business	Time off to attend approved Union Business
Union Education	Time off to attend approved Union Training
Training	Time off to attend approved training/conferences
Vacation Reserve	Time off using vacation reserve bank
Vacation Time	Time off using vacation bank
Vacation Unpaid	Vacation time off - unpaid

Updated: 10/13/23