STATE OF VERMONT TIME REPORTING CODES (TRCs)

Most Commonly Used TRCs

TRC	Decription
WORK	Hours Worked
WRKOT	Hours Worked Over Schedule
ANNL	Annual/Vacation Leave
COMP	Compensatory Time Used
PERS	Personal Leave
SICK	Sick
HOL	Holiday

Paid Leave

TRC	Decription
ADMPD	Admin Leave Paid
PEDUC	Paid Education Leave
PMIL	Paid Military Leave
TSUSP	Temporary Suspension Paid
FJURY	Federal Jury Duty
SJURY	State Jury Duty
RELF	Temp Relief From Duty
UNSTW	Steward Meeting
UNMET	Union Meeting

Unpaid Leave

TRC	Decription
UADMN	Unpaid Administrative Leave
AOFF	Unpaid Authorized Off Payroll
UEDUC	Unpaid Education Leave
UFMLA	Unpaid FMLA
ULOA	Unpaid Leave of Absence
LEGLV	Unpaid Legislative Leave

Cont'd Unpaid Leave

TRC	Decription
UNMED	Unpaid Medical Leave (non-FML)
UMIL	Unpaid Military Leave
OFFPI	Unpaid Off Payroll Injury
SUSP	Unpaid Suspension
UOFF	Unpaid Unauthorized Off Payrol
SABB	Sabbatical
FURLO	Furlough

Worker's Compensation TRCs

TRC	Decription
WCASP	Workers Comp Assault Pay
WCDR	Workers Comp Doctor
WC	Workers Compensation

On Call or Standby

TRC	Decription
CALLC	Call-In Comp
CALLP	Call-In Paid
ONCLC	On Call Comp
ONCLP	On Call Paid
STBCO	Standby Hours Comp .20
STBP2	Standby Hours Paid 0.20

Holiday TRCs

TRC	Decription
HOL	Holiday
HOLUC	Holiday Unscheduled Comp
HOLUP	Holiday Unscheduled Paid
HOLUW	Holiday Unscheduled Worked

1.5 = Time and a Half Holidays

New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas.

1.0 = Straight Time Holidays

Town Meeting Day, Bennington Battle Day, Martin Luther King Day (Comp Only), Day after Thanksgiving (Comp Only).

Emergency Closing

TRC	Decription
Use if you are required to work.	
ECCMP	Emergency Closing Comp

Use if not required to work.	
ECPAY	Emergency Closing Paid