

# HB - Codes for Casual Employees (Excluded)


## Working less than 4 months\*

<b>LEAVE CODES</b>	
<b>TRC</b>	<b>Description</b>
<b>ED5A</b>	Education - Inservice 4E
<b>ED6A</b>	Education - Orientation 4E

4E = Working less than 4 months

\*Additional codes found under Self-Service Cheat Sheets:

“Excluded - Codes for Casual Employees – working less than 4 months”





# HB - Codes for Casual Employees (Excluded)

**Working over 4 months, but less than 6 months\***

<b>LEAVE CODES</b>	
<b>TRC</b>	<b>Description</b>
<b>ED5B</b>	Education - Inservice 6E
<b>ED6B</b>	Education - Orientation 6E

6E = Working over 4 months, but less than 6 months

\*Additional codes found under Self-Service Cheat Sheets:

“Excluded - Codes for Casual Employees – working over 4 months, but less than 6 months”



# HB - Codes for Indeterminate and Term Employees (Excluded) working over 6 months\*

LEAVE CODES	
TRC	Description
ED1F	Committee Work 8E
ED2F	Community Service 8E
ED3E	Convention/Seminars 8E
ED4F	Education-Extramural 8E
ED5F	Education-Inservice 8E
ED6F	Education-Orientation 8E

8E = working over 6 months

\*Additional codes found under Self-Service Cheat Sheets:

“Excluded - Codes for Indeterminate and Term Employees – working over 6 months”