FMLA Coding Instructions

Effective January 1,2026, **ALL** leave related to an approved FMLA Designated event must be coded with FMLA codes (leave codes starting with "F"). FMLA codes deduct from FMLA hours allotment.

12 Month Employees:

- FMPS – First 8 hours of FMLA leave (pulls from personal leave)
- FMMM – Additional leave (pulls from major medical leave)
- FMPS – Additional leave if major medical leave is exhausted (pulls from personal leave)
- FWOP – Additional leave if all accrued leave is exhausted (unpaid leave)

9 Month Faculty:

- FMMM – All leave (pulls from MMD9 leave)
- FMPS – Only use if MMD9 leave is exhausted and employee has PERS leave available from prior 12 month position. (Pulls from personal leave)
- FWOP – Additional leave if all accrued leave is exhausted (unpaid leave)

9 Month Faculty Note: Leave can only be taken during contract months (August 16th thru May 15th).

Parental Leave/Maternity/Paternity:

- FPRT – Parental Leave (does not deduct from your personal or major medical leave balances)
- FMPS – First 8 hours of FMLA medical leave for 12 month employees (pulls from personal leave)
- FMMM – Use during remaining maternity leave (pulls from major medical leave)
- FWOP – Additional leave within FMLA coverage time if all accrued leave is exhausted (unpaid leave)

*Note: Employees who are eligible for FMLA **and** have qualifying circumstance(s) are allowed up to **480** hours of FMLA coverage per calendar year.*