

BANNER WEB TIME ENTRY LEAVE TYPES

FOR FACULTY MEMBERS

LEAVE TYPE	EXPLANATION	Who should use Leave Type?
Annual Leave Taken	This leave type is used to record paid vacation and other personal leave hours taken	Administrative/Professional Faculty and Teaching Faculty eligible to earn annual leave
Community Service Leave Taken	This leave type is used to record paid absences from work to participate in school/community activities	Administrative/Professional Faculty and 12-Month Teaching Faculty
Faculty Sick Leave Taken	This leave type is used to record paid leave from work for personal health related reasons	Administrative/Professional Faculty and Teaching Faculty in the ODU leave program
Personal Family Leave Taken	This leave type is used to record paid absences due to personal and family reasons	Administrative/Professional Faculty and Teaching Faculty in the VSDP Program ONLY
Recognition Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Recognition leave is granted by your supervisor	Administrative/Professional Faculty and 12-Month Teaching Faculty
Sickness/Disability Program Leave	This leave type is used to record paid leave from work for personal health related reasons	Administrative/Professional Faculty and Teaching Faculty in the VSDP Program ONLY

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