



ePAR – Leave Reason Code Definitions

A reason code is required for each Leave ePAR submitted. The reason codes that are available for use are included in this Mini Manual.

If you have questions about this information, please contact Human Resource Services at 802-656-3150 or hrsinfo@uvm.edu.

Details regarding the Reason Code Table below:

General Note: Leave status occurs after the employee is absent more than 10 working days. If absences result in 10 or less working days, the employee or their supervisor should use the appropriate time reporting code located on the employee’s timesheet to document the absences.

Action	Reason	Definition	Required Attachment
Paid Leave of Absence	Administrative Leave	UVM initiated leave. Benefits continue.	None
Return from Leave	Begin Benefits	Updates status and triggers benefit processing event.	
Unpaid Leave of Absence	Contract bridge with Benefits	Not actively working but not terminated. Use when an employees that is less than 12 months has a change in contract dates or term. May not exceed 30 days. Benefits continue. Please note: This ePAR should be submitted with a data change/contract ePAR for the employee's new contract term.	Data Change/ Contract ePAR
Paid Leave of Absence	Education/Professional Development	Approved education leave where UVM pays for the employee to attend educational or professional development workshops/seminars for more than 10 consecutive business days. Benefits continue.	LOA Form Approval Letter
Paid Leave of Absence	FMLA	Approved FMLA Leave where the employee is continuously absent and not reporting to work. Employee has accruals available to cover the time they are out on leave. Benefits continue.	LOA Form, Eligibility, Rights & Responsibilities Notice
Unpaid Leave of Absence	FMLA with Benefits	Approved FMLA Leave where the employee is continuously absent and not reporting to work. Employee does not have accruals or chooses not to use accruals while on leave. Benefits continue.	LOA Form, Eligibility, Rights & Responsibilities Notice

Action	Reason	Definition	Required Attachment
Unpaid Leave of Absence	FMLA with STD benefit	Approved FMLA Leave where the employee is continuously absent and not reporting to work. This employee has been approved for short-term disability income replacement. Benefits continue.	LOA Form
Unpaid Leave of Absence	GAP Leave for PTUA	Part-time United Academics faculty who remain part of the bargaining unit, however, are not teaching during the current semester.	none
Paid Leave of Absence	Intermittent FMLA	Approved FMLA Leave where the employee is intermittently working between periods of time away from work. The employee may have accruals to cover the time they are out. If they do not have accruals their pay must be reduced. Benefits continue.	LOA Form, Eligibility, Rights & Responsibilities Notice
Paid Leave of Absence	Intermittent FMLA with STD benefit	Approved FMLA Leave where the employee is intermittently working between periods of time away from work. This employee has been approved for short-term disability income replacement. Pay must be reduced accordingly. Benefits continue.	LOA Form
Paid Leave of Absence	Intermittent Medical Leave	Approved leave where the employee is intermittently working between periods of time away from work. Must have been granted as part of a reasonable accommodation under ADA. If they were eligible, FMLA must have been exhausted. If they do not have accruals, their pay must be reduced. Benefits continue.	LOA Form
Paid Leave of Absence	Intermittent Medical Leave with STD benefit	Approved leave where the employee is intermittently working between periods of time away from work. Must have been granted as part of a reasonable accommodation under ADA. If they were eligible, FMLA must have been exhausted. If they do not have accruals, their pay must be reduced. This employee has been approved for short-term disability income replacement. Benefits continue.	LOA Form
Unpaid Leave of Absence	Leave w/o Benefits	UVM approved unpaid leave for personal or other reasons typically for more than 30 days.	LOA form Faculty: Provost approval
Unpaid Leave of Absence	Leave with Benefits	UVM approved unpaid leave for personal or other reasons typically for 30 days or less. Exceptions may occur for faculty pursuing scholarly creative or professional agendas.	LOA form Faculty: Provost approval

Action	Reason	Definition	Required Attachment
Unpaid Leave of Absence	Medical Leave	The employee is continuously absent and not reporting to work due to documented medical reasons. Employee does not have accruals available to cover the time they are out on leave. Benefits continue.	LOA Form
Paid Leave of Absence	Medical Leave	The employee is continuously absent and not reporting to work due to documented medical reasons. Employee has accruals available to cover the time they are out on leave. Benefits continue.	LOA Form
Unpaid Leave of Absence	Medical Leave with STD benefit	The employee is continuously absent and not reporting to work due to documented medical reasons. This employee has been approved for short term disability income replacement. Benefits continue.	LOA Form
Unpaid Leave of Absence	Military Leave with Ben	<p>Documented leave due to the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, as defined in the Military Leave policy, after initial 10 paid days of military leave and any elected accruals have been exhausted, the employee may elect to continue their benefits under the same terms and conditions applicable to active employees for a period not to exceed six months from the date military service began.</p> <p>Employees should indicate that they would like to continue their benefits while on an unpaid military leave. Vacation, person and sick leave do not accrue during unpaid leave.</p>	LOA Form
Unpaid Leave of Absence	Military Service	Documented leave due to the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, as defined in the Military Leave policy, after paid military leave and accruals have been exhausted and after exhausting the six months allowed of military service leave with benefits, the employee and covered dependents can continue health and dental insurance for up to an additional 24 months at 102% of the overall (employer and employee) premium rate. Vacation, person and sick leave do not accrue during unpaid leave.	LOA Form

Action	Reason	Definition	Required Attachment
Paid Leave of Absence	Military Service	<p>Documented leave due to the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, as defined in the Military Leave policy.</p> <p>After the first ten days of military service in a calendar year (recorded with the TRC), an EPAR is required. If employees elect to use leave accruals, while on military leave, this leave reason applies. Benefits continue.</p>	LOA Form
Return from Leave	Return from Leave	Only updates HR Status.	
Paid Leave of Absence	Sabbatical Leave - 100%	Faculty sabbatical leave that is eligible for 100% of the faculty member's compensation. Benefits continue.	Sabbatical Letter
Paid Leave of Absence	Sabbatical Leave - 77.3%	Faculty sabbatical leave that is eligible for 77.3% of the faculty member's compensation. Benefits continue.	Sabbatical Letter

Last updated 03/21/2022