

| Leave         | Description              | Predef                              | Category        | Reference Code |
|---------------|--------------------------|-------------------------------------|-----------------|----------------|
| <b>OFF</b>    | Regular Day Off          | <input checked="" type="checkbox"/> | Day Off         | N/A            |
| <b>VAC</b>    | Vacation                 | <input checked="" type="checkbox"/> | Vacation        | A01            |
| <b>SICK</b>   | Sick leave               | <input checked="" type="checkbox"/> | Sickness        | SL1            |
| <b>SPEC</b>   | Special Leave            | <input checked="" type="checkbox"/> | Day Off         | S01-13         |
| <b>WB</b>     | Winter Bonus             | <input checked="" type="checkbox"/> | Day Off         | W01            |
| <b>CAS</b>    | Casual                   | <input checked="" type="checkbox"/> | Others (paid)   | CA1            |
| <b>ED</b>     | Education                | <input checked="" type="checkbox"/> | Others (paid)   | ED1-6          |
| <b>PD1</b>    | Professional Development | <input checked="" type="checkbox"/> | Others (paid)   | PD1            |
| <b>TRN</b>    | Training                 | <input checked="" type="checkbox"/> | Others (paid)   | N/A            |
| <b>STAT</b>   | Statutory Holiday        | <input type="checkbox"/>            | Others (paid)   | SH2-4          |
| <b>LIEU</b>   | Lieu day taken           | <input type="checkbox"/>            | Others (paid)   | LT2            |
| <b>RDOVAC</b> | Regular Day Off Vacation | <input type="checkbox"/>            | Day Off         | N/A            |
| <b>SLFCAN</b> | Self Cancelled Leav      | <input type="checkbox"/>            | Day Off         | N/A            |
| <b>HOC</b>    | Home On Call             | <input type="checkbox"/>            | Day Off         | N/A            |
| <b>CBT</b>    | Call Back Hours Taken    | <input type="checkbox"/>            | Day Off         | CB4            |
| <b>MT</b>     | Medical Travel           | <input type="checkbox"/>            | Others (paid)   | MT1            |
| <b>AWOL</b>   | Absent Without Leave     | <input type="checkbox"/>            | Others (unpaid) | AW1-2          |
| <b>CIV</b>    | Civic Leave              | <input type="checkbox"/>            | Others (paid)   | CV1-2          |
| <b>COUR</b>   | Court Leave              | <input type="checkbox"/>            | Others (paid)   | C01            |
| <b>LWOP</b>   | Leave Without Pay        | <input type="checkbox"/>            | Others (unpaid) | L01-4          |
| <b>MAND</b>   | Mandatory Leave With Pay | <input type="checkbox"/>            | Others (paid)   | L09            |
| <b>UNION</b>  | Union Leave              | <input type="checkbox"/>            | Others (paid)   | U02-08         |
| <b>UNAV</b>   | Unavailable              | <input type="checkbox"/>            | Day Off         | N/A            |