

**Subject: Recording Excused Absence for COVID-Safe Screening**

Date: September 10, 2021

To: CityTime Timekeepers and Administrators

The Leave Reason “Required by MPO / Policy / Law” in the Leave Type “Excused Absence” is available via the CityTime Leave Request.

The Leave Request Type: “EXCUSED ABSENCE” with Reason: “Required by MPO / Policy / Law” can only be requested from the Left Navigation Menu:

- Requires two levels of approval (1<sup>st</sup> level – Approver, 2<sup>nd</sup> level – Timekeeper).

When a Leave Request is entered for Leave Type “Excused Absence” with Leave Reason “Required by MPO / Policy / Law”, the Event Code that you will see in the CityTime Transactions Tab and Reports is:

Leave Code	Leave Description	Balance
4294	Excusal Required by Law	420 – Excused Absence



Balance 420, Excused Absence, will always have a negative balance and CityTime will not restrict the number of times this leave can be requested and approved.