

TRC	Descr	Mult Factr	Article	Earn Code	TRC Purpose
EDWAT	SS_Education Workshop Attending	1.0000		ED1	Use to report paid hours for an employee attending an education workshop.
OTTLC	SS_Time Taken in Lieu	1.0000	13.07	OTT	Use to report leave taken when the employees uses hours from their Time in Lieu bank.
SKDRC	SS_Sick- Dr's. Statement	1.0000	23.11(a)(b)	SCK	Use to report sick leave taken when the employee has a doctor's statement.
SICKC	SS_Sick	1.0000	23.01	SCK	Use to report sick leave taken when a doctor's statement is not provided.
SCKUC	SS_Unpaid Sick Leave	1.0000	24.09	SKU	Use to report unpaid sick leave.
SPBDC	SS_Blood Donor - Paid	1.0000	24.14(a)	BDR	Use to report paid hours for an employee donating blood.
SPBTC	SS_Birth/Adopt(Partner)- Paid	1.0000	24.03(b)	BAP	Use to report paid leave for birth or adoption of child (partner).
SPCCC	SS_Critical Condition	1.0000	24.14 ©	SLP	Use to report leave for critical conditions. Leave for this article should be discussed with supervisor prior to submitting leave. (UPSE Civil).
SPCPC	SS_Compassionate Leave - Paid	1.0000	24.12	CPL	Use to report compassionate leave - bereavement Leave.
SPCTC	SS_Court (Jury Duty & Witns) Paid	1.0000	24.10	CTP	Use to report paid hours when an employee must report for jury duty or act as a witness.
SPCSC	SS_Cmp Serious Illness in Fam.	1.0000	24.14(b)	CPL	Use to report special leave for leave required in case of a life threatening illness of an employee's immediate family.
SPECC	SS_Election Leave Paid	1.0000	24.08	ELE	Used to report paid election leave
SPFIC	SS_Illness In Family - Paid	1.0000	24.13	FIP	Use to report special leave for illness in family.
SPLSC	SS_Long Standing Service - Paid	1.0000	21.12	LSS	Use to report special leave for collective agreements that have a provision for long standing service. (Excluding IUOE).
SPMRC	SS_Medical Appt -Dr. Stmt Red. Sick	1.0000	23.01	MAM	Use to report medical appointments where a doctors note has been received and sick bank is to be reduced.
SPMDC	SS_Medical Appoint Reduce Sick	1.0000	23.01	MAM	Use to report medical appointments taken by employees which will reduce sick leave balances.
SPTRV	SS_Travel Family Medical	1.0000	24.13(2)	SLP	Use to report time taken for transportation of immediate family to hospital, medical or dental appointments (UPSE Civil)
SPUPC	SS_Personal Leave Unpaid	1.0000	24.09	PLU	Use to report an approved personal unpaid leave.
UNB1C	SS_Union Bus(Bill Union) Pd	1.0000	24.06	UBS	Use to report hours that the employee is absent from the workplace for union business which will be paid by the union.
UNB2C	SS_Union Bus (Employer Paid)	1.0000	24.06	UBR	Use to report hours that the employee is absent from the workplace for union business which will be paid by the employer.
VACTC	SS_Vacation Taken	1.0000	21.01	VCT	Use to report vacation leave taken