



## DEFERRED RETIREMENT OPTION PLAN (DROP) “ACTIVE DUTY” STATUS PAYROLL CODES FOR DROP ENTRY DATE

You must be on active duty status on your DROP entry date. For purposes of this DROP provision, active duty status includes working on light-duty status, but excludes sick, vacation, injured-on-duty, administrative leave and all other types of non-working status. A list of Active and Not Active payroll variation codes for determining DROP entry date eligibility, as defined by the City Administrative Officer, is provided in the following tables:

ACTIVE			
<b>AR</b> – Adjustment in Rate	<b>LP</b> – Leave with Pay	<b>PA</b> – Overtime	<b>T9</b> – COVID 19 Work from Home Pay
<b>DS</b> – Military Leave*	<b>ML</b> – Military Leave*	<b>PB</b> – Overtime	<b>T9</b> - COVID 19 Work from Home Pay
<b>HW</b> – Hours Worked	<b>MP</b> – Military Leave*	<b>QQ</b> - COVID 19 Exposure or Illness	<b>QZ</b> - COVID 19 Positive Illness
<b>HY</b> – Smoothing for HW (System Generated)	<b>9E</b> - COVID 19 Absent without Pay	<b>QI</b> - COVID 19 Vaccination	<b>QL</b> - COVID 19 Supplemental Paid Sick Leave
<b>19</b> - Paid Admin Leave Related to COVID-19	<b>QE</b> - COVID 19 Side Effects from Vaccination	<b>PF</b> – Overtime	
<b>QD</b> - COVID 19 Time Allowed for Vaccination	<b>OS</b> – Overtime	<b>UB</b> – Union Business	
<b>LD</b> – Light Duty	<b>OT</b> – Overtime	<b>UT</b> – Union Release Time	

**\*The military leave codes may appear only as a lump sum for the week or payroll period, rather than on individual days. However, this is acceptable for DROP purposes.**

NON-ACTIVE			
<b>AW</b> – Absent without Pay	<b>FI</b> – Family Illness	<b>DO</b> – Day Off	<b>TO</b> – Overtime Off
<b>BL</b> – Bereavement Leave	<b>HO</b> – Holiday	<b>JD</b> – Jury Duty	<b>TS</b> – Overtime Off
<b>CU</b> – Catastrophic Time Used	<b>ID</b> – Injury on Duty	<b>SK</b> – Sick Leave	<b>VC</b> – Vacation
<b>PM</b> – Preventive Medicine	<b>FH</b> – Floating Holiday	<b>SP</b> – Suspension	
<b>RP</b> – Relieved from Duty	<b>LW</b> – Leave without Pay	<b>SS</b> – Sick Leave	

You must have an active duty payroll code on your DROP entry date, as recorded by the City’s payroll system (Workday). In the event your payroll status on your DROP entry date is defined as Not Active, your DROP entry date will automatically be advanced to the next qualifying entry date. You will be notified in writing of your approved DROP entry date.