

## **EMPLOYEE STATUS AND BOOK-OFF CODES**

Used to identify the current employee status

### **First Character**

<b>A - Available</b>	<b>N - Company Business</b>
<b>B - Working/On Duty</b>	<b>O - Laid Off/Furloughed</b>
<b>C - To Place</b>	<b>P - Off Personal</b>
<b>D - Deceased</b>	<b>Q - Off (require supv ok to book on)</b>
<b>E - Dismissed</b>	<b>R - Resigned</b>
<b>F - Off Duty Injury</b>	<b>S - Off Sick</b>
<b>G - On Duty Injury</b>	<b>T - Hold for Company Business</b>
<b>H - Held Out of Service</b>	<b>U - Union Business</b>
<b>I - Investigation</b>	<b>V - Off on Vacation</b>
<b>J - Jury Duty</b>	<b>X - Missed Call</b>
<b>K - Off Bereavement</b>	<b>Y - Transfer to Non RTE</b>
<b>L - Leave of Absence</b>	<b>Z - Retired</b>
<b>M - Off for Miles/Days</b>	

### **Second Character**

<b>0 - Normal</b>	<b>1 - Status Changed (Not identified)</b>	<b>2 - Status Changed (On Call)</b>
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**TV - Temporary Vacancy**      **OT - Off Turn**