



## *Capital HR (EHRP)* Common Action & Reason Codes

Action Code	Action Description	Reason Codes	Reason Description
EXT	Extension of NTE Date	PRN	Promotion NTE
EXT	Extension of NTE Date	LWN	Extension of LWOP NTE
EXT	Extension of NTE Date	DTN	Extension of Detail NTE
EXT	Extension of NTE Date	TAN	Term Appointment NTE
EXT	Extension of NTE Date	APN	Appointment NTE
EXT	Extension of NTE Date	SAN	SES Appointment NTE
EXT	Extension of NTE Date	PCN	Extension of Position Change NTE
EXT	Extension of NTE Date	FLN	Extension of Furlough
LOA	Leave Without Absence	EDU	Education
LOA	Leave Without Absence	FML	Family and Medical Leave Act
LOA	Leave Without Absence	HEA	Health Reasons
LOA	Leave Without Absence	MAT	Maternity/Paternity
LOA	Leave Without Absence	MIL	Military Service
LOA	Leave Without Absence	PTD	Partial/Total Disability
LOA	Leave Without Absence	USH	Unpaid Statutory Holiday
LOA	Leave Without Absence	LOA	Leave Without Pay
LOA	Leave Without Absence	SUS	Suspension
LOA	Leave Without Absence	RTD	Return to Duty
SUS	Suspension	SUS	Suspension
SUS	Suspension	RTD	Return to Duty
TER	Termination	ATC	Agreed Term. of Apprent of CDD
TER	Termination	ATT	Attendance
TER	Termination	CDE	Closing Down of Establishment
TER	Termination	CHI	Child/House Care
TER	Termination	CON	Misconduct
TER	Termination	DEA	Death
TER	Termination	DIS	Dishonesty
TER	Termination	DSC	Discharge
TER	Termination	EAB	Employer's Anticipated Breach
TER	Termination	EAC	End of Apprenticeship Contract
TER	Termination	EES	Dissatisfied w/Fellow Employee
TER	Termination	EFT	End of Fixed-Term Contract
TER	Termination	ELI	Elimination of Position
TER	Termination	EOD	End of Demand
TER	Termination	RAT	Retired from Affiliate
TER	Termination	RED	Staff Reduction
TER	Termination	REF	Refused Transfer
TER	Termination	REL	Relocation
TER	Termination	RES	Resignation
TER	Termination	RET	Return to School
TER	Termination	RLS	Release
TER	Termination	RWU	Receivership or Wind-Up
TER	Termination	SUP	Dissatisfied with Supervision
TER	Termination	TAF	Transfer to Affiliate



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Action Code	Action Description	Reason Codes	Reason Description
TER	Termination	TAR	Tardiness
TER	Termination	TMP	End Temporary Employment
TER	Termination	TRA	Transportation Problems
TER	Termination	TYP	Dissatisfied w/Type of Work
TER	Termination	UFC	Unforeseen Circumstances
TER	Termination	UNS	Unsatisfactory Performance
TER	Termination	VIO	Violation of Rules
TER	Termination	VSP	Voluntary Separation Program
TER	Termination	WOR	Dissatisfied w/Work Conditions
TER	Termination	REM	Removal
TER	Termination	TER	Termination
TER	Termination	CFE	Conversion from EHRP
RET	Retirement	RET	Retirement
REC	Return from Suspension or Furlough	REC	Recall from Suspension / Layoff
RFL	Return from LWOP	AFC	Assignment Fully Compensated
RFL	Return from LWOP	RFL	Return From Leave
DEM	Change to a lower grade	USP	Unsatisfactory Performance
DEM	Change to a lower grade	DEM	Change to a Lower Grade
PRO	Promotion	CLP	Career Ladder Promotion
PRO	Promotion	CPR	Competitive Promotion
PRO	Promotion	NCC	Noncompetitive Career Promotion
PRO	Promotion	NCP	Normal Career Progression
PRO	Promotion	OPR	Outstanding Performance
PRO	Promotion	PRO	Promotion
PRO	Promotion	PRN	Promotion NTE
XFR	Reassignment/Conversion	EER	Employee Request
XFR	Reassignment/Conversion	INT	Internal Recruitment
XFR	Reassignment/Conversion	MRR	Manager Request
XFR	Reassignment/Conversion	PRO	Promotion
XFR	Reassignment/Conversion	ROR	Reorganization
XFR	Reassignment/Conversion	TAF	Transfer to Affiliate
XFR	Reassignment/Conversion	CVR	Conversion
XFR	Reassignment/Conversion	XFR	Realignment
POS	Position Change	CVR	Conversion
POS	Position Change	INA	Position Inactivated
POS	Position Change	JRC	Job Re-Classification
POS	Position Change	NEW	New Position
POS	Position Change	REO	Re-Organization/Restructure
POS	Position Change	STA	Position Status Change
POS	Position Change	TTL	Title Change
POS	Position Change	UPD	Position Data Update
POS	Position Change	XFR	Transfer
POS	Position Change	POS	Position Change