

## Workday Practice for Kronos Paid Leave (PDL)

Scenarios that applied to Paid Leave	Activity	Workday Action
<a href="#">Commencement – Volunteering</a>	<b>Volunteer</b>	For eligible employees, Pay rep/Supervisor will manually adjust the Paid Time Off accruals.
	<b>Orientation</b> – For volunteers that are required to attend orientation	Enter the time at orientation as time worked with a comment.*
<b>Commencement – Worked</b>	<b>Worked</b> - This is part of the employee’s job responsibility or is directed by the supervisor	Enter the time worked as usual.
<a href="#">Bring your Child to Work Day</a>	Registering for events	Enter the time at the events as usual with a comment*
<a href="#">Employee Degree Program</a>	Attend classes	Enter the time attending classes as time worked with a comment
<b>Cornell Functions</b> ▲	<b>Volunteer</b> (during the regularly scheduled hours)	Enter the time at the function as usual a comment
	<b>Worked</b> - This is part of the employee’s job responsibility or is directed by the supervisor	indicating the activity*
<b>Committee Attendance</b>	Attend a meeting related to a committee that employee joined	Enter the time at the committee as time worked.*
<b>Wellness</b>	Participating in a wellness program	Enter the time at Wellness program as time worked. <b>Only applicable</b> if your division has a wellness policy*
<b>Meetings – Onsite/Offsite</b>	Attend a job related meeting	Enter timeblocks as usual with a comment indicating the activity*. To enter travel time, refer the policy <a href="#">here</a> .

\* We recommend that the employee makes sure they have their supervisor’s approval before committing to any event to ensure office coverage.

▲ Functions including but not limited to like [Slope Day](#), Staff Development Day, Benefair, and Inauguration.

## Workday Time Off Types that replace Kronos PDL

- Inclement Weather (University Closure)
- Bereavement/Funeral
- Volunteer FF/EMT
- Rest Time
- Emergency Responders
- Jury Duty
- Voting
- Military Training Leave