

**DEFERRED RETIREMENT OPTION PLAN
ACTIVE DUTY STATUS PAYROLL CODES**

For members who enter DROP on or after February 1, 2019:

Your participation in DROP will be suspended for any calendar month in which you do not spend at least 112 work hours on “active duty” status and you will be ineligible for the monthly pension deposit to your DROP account for that calendar month. This includes the first and last months of participation.

Payroll codes that qualify for active duty status as determined by the City Administrative Officer and labor organizations, is provided in the table below:

Payroll Code	Description
DS*	Differential Pay
HO	Holiday Hours
HW	Actual Hours Worked
JD	Jury Duty
KS	Old Overtime Off at Straight Time (Police)
KT	Old Overtime Off at Time and One Half (Police)
LD	Light Duty Return to Work Program
LP	Leave with Pay
ML	Military Leave without Pay
MP	Military Leave with Pay
PM	Preventive Medicine
TO	Overtime Taken Off (1.5)
TS	Overtime Taken Off (Straight)
UB*	Union Business
VC	Vacation
VF	Platoon Duty Vacation
VS	Special Duty Vacation

**Newly added code*

Exception: Any sworn employee participating in DROP who sustains a serious injury on duty and is admitted to the hospital for a minimum of three days as a direct result of the on-duty injury shall be exempted from the suspension of DROP payment for the duration. Your employing department will determine whether the injury meets the requirements and will record this information on your payroll and timekeeping records accordingly.