Cascading rules for exempt, benefits-eligible employees

How to read the following scenarios: Employees select leave based on the scenario stated as the header for each rule below. The employee selected leave is noted as type 1. The types that follow (2, 3, 4, etc.) are automatically populated by the time and attendance system if there are insufficient leave balances to meet the initial request. Leave will be taken in full-day increments by exempt staff and full and half-day increments by teachers.

**Non-Teachers:**

**Employee uses sick leave for individual or family illness/injury/doctor’s appointment**

12-month employee
1. Sick family or self cascade
2. Annual leave (in lieu of sick)
3. LWOP (in lieu of sick)

10/11-month employee
1. Sick family or self cascade
2. Personal leave (in lieu of sick)
3. LWOP (in lieu of sick)

**Employee uses leave for personal reasons (annual leave/personal leave):**

12-month employee
1. Annual cascade
2. LWOP (in lieu of annual)

10/11-month employee
1. Personal cascade
2. LWOP (in lieu of personal)

**Employee uses sick leave for bereavement**

12-month employee
1. Bereavement cascade
2. Annual leave (in lieu of sick)
3. LWOP (in lieu of sick)

10/11-month employee
1. Bereavement cascade
2. Personal leave (in lieu of sick)
3. LWOP (in lieu of sick)

**Employee does not report to work and does not ask/notify supervisor he/she will be out (Absent Without Official Leave: AWOL) – Only supervisors may select this code**

10/11/12-month employee
1. Annual leave (AWOL)/Personal leave (AWOL)
2. LWOP (in lieu of annual/personal) (AWOL)

**Military Leave**

12-month employee
1. Paid Military Leave for 15 days
2. Annual leave
3. LWOP (in lieu of military)

10/11-month employee
1. Paid Military Leave for 15 days
2. Personal leave
3. LWOP (in lieu of military)

Court Duty Leave
12-month employee
1. Court duty cascade
2. Annual leave
3. LWOP (in lieu of annual)

10/11-month employee
1. Court duty cascade
2. Personal leave
3. LWOP (in lieu of personal)

Jury Duty Leave
12-month employee
1. Jury duty cascade
2. Jury duty leave

10/11-month employee
1. Jury duty cascade
2. Jury duty leave

Election Official Leave
12-month employee
1. Election official cascade
2. Election official leave

10/11-month employee
1. Election official cascade
2. Election official leave

Tier 2 Learning Leave
12-month employee
1. Tier 2 Learning Leave

10/11-month employee
1. Tier 2 learning leave
Teachers:

Employee uses sick leave for individual or family illness/injury/doctor’s appointment

12-month employee
1. Sick family or self cascade
2. Annual leave (in lieu of sick)
3. LWOP (in lieu of sick)

10/11-month employee
1. Sick family or self cascade
2. LWOP (in lieu of sick)

Employee uses leave for personal reasons (annual leave/personal leave):

12-month employee
1. Annual cascade
2. LWOP (in lieu of annual)

10/11-month employee
1. Personal cascade
2. LWOP (in lieu of personal)

Employee uses sick leave for bereavement

12-month employee
1. Bereavement cascade
2. Annual leave (in lieu of sick)
3. LWOP (in lieu of sick)

10/11-month employee
1. Bereavement cascade
2. LWOP (in lieu of sick)

Employee does not report to work and does not ask/notify supervisor he/she will be out (Absent Without Official Leave: AWOL) – Only supervisors may select this code

10/11/12-month employee
1. Annual leave (AWOL)/Personal leave (AWOL)
2. LWOP (in lieu of annual/personal) (AWOL)

Military Leave

12-month employee
1. Paid Military Leave for 15 days
2. Annual leave
3. LWOP (in lieu of military)

10/11-month employee
1. Paid Military Leave for 15 days
2. Personal leave
3. LWOP (in lieu of military)
Court Duty Leave
12-month employee
1. Court duty cascade
2. Annual leave
3. LWOP (in lieu of annual)

10/11-month employee
1. Court duty cascade
2. Personal leave
3. LWOP (in lieu of personal)

Jury Duty Leave
12-month employee
1. Jury duty cascade
2. Jury duty leave

10/11-month employee
1. Jury duty cascade
2. Jury duty leave

Election Official Leave
12-month employee
1. Election official cascade
2. Election official leave

10/11-month employee
1. Election official cascade
2. Election official leave

Tier 2 Learning Leave
12-month employee
1. Tier 2 Learning Leave

10/11-month employee
1. Tier 2 learning leave