Cascading rules for exempt, non-benefits eligible employees

How to read the following scenarios: Employees will select leave reason 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, etc.) are automatically populated by the time and attendance system if there are insufficient leave balances to meet the initial request. Non-teachers will be paid for a day of leave when work is performed in the week. Teachers will not receive paid leave when no work is performed that day. Leave will be taken in full-day increments by exempt staff and full and half-day increments by teachers. “No Leave Available” is a paid day; LWOP is an unpaid day.

Note: non-benefits eligible employees do not accrue paid leave benefits (sick, personal/annual, holiday). These rules are built into the time and attendance system to allow employees to account for their time accurately.

Non-Teachers: Employee needs sick leave for individual or family illness/injury/doctor’s appointment
- 12-month employee
  1. Sick family or self cascade
  2. No leave available
  3. Timekeeper changes to LWOP (in lieu of sick) when a full week is missed

- 10/11-month employee
  1. Sick family or self cascade
  2. No leave available
  3. Timekeeper changes to LWOP (in lieu of sick) when a full week is missed

Teachers: Employee needs sick leave for individual or family illness/injury/doctor’s appointment
- 12-month employee
  1. Sick family or self cascade
  2. LWOP (in lieu of sick leave)

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

Non-Teachers: Employee needs leave for personal reasons (annual leave/personal leave):
- 12-month employee
  1. Annual cascade
  2. No leave available
  3. Timekeeper changes to LWOP (in lieu of annual) when a full week is missed

- 10/11-month employee
  1. Personal cascade
  2. No leave available
  3. Timekeeper changes to LWOP (in lieu of personal) when a full week is missed

Teachers: Employee needs leave for personal reasons (annual leave/personal leave):
- 12-month employee
  1. Annual cascade
  2. LWOP (in lieu of annual leave)

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

Non-Teachers: Employee uses sick leave for bereavement
- 12-month employee
  1. Bereavement cascade
2. No leave available
3. Timekeeper changes to LWOP (in lieu of sick) when a full week is missed

10/11-month employee
1. Bereavement cascade
2. No leave available
3. Timekeeper changes to LWOP (in lieu of sick) when a full week is missed

**Teachers: Employee uses sick leave for bereavement**
12-month employee
1. Bereavement cascade
2. LWOP (in lieu of sick leave)

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

**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. No leave available (AWOL)
3. Timekeeper changes to LWOP (AWOL) when a full week (non-teachers) or full day (teachers) is missed

**Non-Teachers: Military Leave**
12-month employee
1. Paid military leave for 15 days
2. No leave available
3. Timekeeper changes to LWOP when a full week is missed

10/11-month employee
1. Paid military leave for 15 days
2. No leave available
3. Timekeeper changes to LWOP when a full week is missed

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

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

**Non-Teachers: Jury Duty Leave**
12-month employee
1. Jury duty cascade
2. No leave available
3. Timekeeper changes to LWOP (in lieu of jury duty) when a full week is missed

10/11-month employee
1. Jury duty cascade
2. No leave available
3. Timekeeper changes to LWOP (in lieu of jury duty) when a full week is missed
Teachers: Jury Duty Leave
   12-month employee
   1. Jury duty cascade
   2. LWOP (in lieu of jury duty leave)

10/11-month employee
   1. Jury duty cascade
   2. LWOP (in lieu of jury duty leave)

Non-Teachers: Court Duty Leave
   12-month employee
   1. Court duty cascade
   2. No leave available
   3. Timekeeper changes to LWOP (in lieu of annual) when a full week is missed

10/11-month employee
   1. Court duty cascade
   2. No leave available
   3. Timekeeper changes to LWOP (in lieu of personal) when a full week is missed

Teachers: Court Duty Leave
   12-month employee
   1. Court duty cascade
   2. LWOP (in lieu of annual)

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

Non-Teachers: Election Official Leave
   12-month employee
   1. Election official cascade
   2. No leave available
   3. Timekeeper changes to LWOP (in lieu of election official) when a full week is missed

10/11-month employee
   1. Election official cascade
   2. No leave available
   3. Timekeeper changes to LWOP (in lieu of election official) when a full week is missed

Teachers: Election Official Leave
   12-month employee
   1. Election Official Cascade
   2. LWOP (in lieu of election official)

10/11-month employee
   1. Election official cascade
   2. LWOP (in lieu of election official)
Tier 2 Learning Leave
  12-month employee
   1. Tier 2 Learning Leave

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