Cascading rules for non-exempt, benefits-eligible employees

How to read the following scenarios: Employees will 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 is submitted in 15-minute increments.

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. Compensatory time (in lieu of sick)
4. LWOP (in lieu of sick)

(Note: annual leave comes before compensatory time so that long-tenured employees who are over the annual leave cap can have the time drawn down before it is halved and placed in their accrued sick leave balance.)

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

(Note: compensatory time comes before personal leave because compensatory time is a liability that has to be paid out; the County doesn't pay out departing employees for any personal leave they might have.)

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

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

(Note: annual leave comes before compensatory time so that long-tenured employees who are over the annual leave cap can have the time drawn down before it is halved and placed in their accrued sick leave balance.)

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

(Note: compensatory time comes before personal leave because compensatory time is a liability that has to be paid out; the County doesn't pay out departing employees for any personal leave they might have.)

Employee uses compensatory time for personal reasons:

12-month employee
1. Compensatory time cascade
2. Annual leave (in lieu of comp)
3. LWOP (in lieu of comp)

(Note: compensatory time comes before annual leave because the employee is specifically requesting to use the compensatory time.)

10/11-month employee
1. Compensatory time cascade
2. Personal leave (in lieu of comp)
3. LWOP (in lieu of comp)

(Note: compensatory time comes before personal leave because the employee is specifically requesting to use the compensatory time.)
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Employee uses sick leave for bereavement

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

(Note: after sick leave is exhausted, annual leave comes before compensatory time so that long-tenured employees who are over the annual leave cap can have the time drawn down before it is halved and placed in their accrued sick leave balance.)

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

(Note: after sick leave is exhausted, compensatory time comes before personal leave because compensatory time is a liability that has to be paid out; the County doesn't pay out departing employees for any personal leave they might have.)

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. Compensatory time (AWOL)
3. LWOP (AWOL)

(Note: annual leave comes before compensatory time so that long-tenured employees who are over the annual leave cap can have the time drawn down before it is halved and placed in their accrued sick leave balance.)

Military Leave

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

(Note: annual leave comes before compensatory time so that long-tenured employees who are over the annual leave cap can have the time drawn down before it is halved and placed in their accrued sick leave balance.)

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

(Note: compensatory time comes before personal leave because compensatory time is a liability that has to be paid out; the County doesn't pay out departing employees for any personal leave they might have.)
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Court Duty Leave
12-month employee
1. Court duty cascade
2. Annual leave
3. Compensatory time (in lieu of annual)
4. LWOP (in lieu of annual)

10/11-month employee
1. Court duty cascade
2. Personal leave
3. Compensatory time (in lieu of personal)
4. 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