Cascading rules for non-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. Due to being benefits-ineligible and not accruing leave, most leave types will be without pay. Leave is submitted in 15-minute increments.

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.

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

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

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

Employee needs 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)

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

Employee uses compensatory time for personal reasons:

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

10/11-month employee
1. Compensatory time cascade
2. LWOP (in lieu of comp)
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Employee uses sick leave for bereavement

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

10/11-month employee
1. Bereavement cascade
2. Compensatory time (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. Compensatory time (AWOL)
3. LWOP (AWOL)

Military Leave

12-month employee
1. Paid Military Leave for 15 days
2. Compensatory time
3. LWOP

10/11-month employee
1. Paid Military Leave for 15 days
2. Compensatory time
3. LWOP

Jury Duty Leave

12-month employee
1. Jury duty cascade
2. Compensatory time
3. LWOP (in lieu of jury duty)

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

Court Duty Leave

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

10/11-month employee
1. Court duty cascade
2. Compensatory time (in lieu of personal)
2. LWOP (in lieu of personal)
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**Election Official Leave**
12-month employee
1. Election official cascade
2. Compensatory time
3. LWOP (in lieu of election official)

10/11-month employee
1. Election official cascade
2. Compensatory time
3. 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