



Overview/Description

This reference aid provides a list of cascading rules used in OneUSG Connect Absence Management with some examples.

Prerequisite(s)

N/A

#	Leave Type	Bucket(s)	Cascade	Accrual	Limits**	Carryover**
1	Comp Time	COMPTIME	N/A	N/A	240 hrs	No FY Payout
2	Floating Holiday	FLOATING HOL	N/A	24 hrs/yr	3 days	No
3	Deferred Holiday	DEFERRED HOL	N/A	N/A	40 hrs	No
4	Sick	SICK	4-1-3-5-2	8 hrs/mn	N/A	Yes
5	Annual Leave/Vacation	ANNUAL LEAVE/VACATION	1-3-5-2	10, 12, or 14 hrs/mn based on Yrs of Service	360 hrs	Yes
6	Sick – Bereavement	SICK	4-1-3-5-2	N/A	N/A	No
7	Jury Duty	N/A	N/A	N/A	N/A	No
8	Education Support	EDUCATION	N/A	8 hrs/yr	8 hrs	No
9	FMLA Intermittent	FMLA/SICK	4-1-3-5-2	N/A	480 hrs	Rolling
10	Blood Donation	N/A	N/A	N/A	2 hrs per/ 8 max	No
11	Blood Platelets	N/A	N/A	N/A	4 hrs per/ 16 max	No
12	Voting	N/A	N/A	N/A	2 hrs	No

Examples

1. Employee A - Vacation/Annual Leave Request

Leave Type	Balance of Hours Prior to Request	Cascade Sequence	Balance of Hours After Request
1. Comp Time	10	(1) 10	0
2. Floating Holiday	8	(4) 0	8
3. Deferred Holiday	0	(2) 0	0
4. Sick	13	-- 0	13
5. Vacation	65	(3) 14	51

Employee submits a vacation request for 3 days totaling 24 hours. The system uses the cascade sequence (1-3-5-2).

This sequence is an attempt to prevent employees from going uncompensated if they do not have enough time in one bucket of leave. Because this request exceeds the 10 hours of comp time available and the employee does not have a deferred holiday balance, the remaining 14 hours needed to cover the request will come from the vacation bucket.



2. Employee B - Sick Request

Leave Type	Balance of Hours Prior to Request	Cascade Sequence		Balance of Hours After Request
1. Comp Time	6.5	(2)	6.5	0
2. Floating Holiday	8	(5)	0	8
3. Deferred Holiday	8	(3)	8	0
4. Sick	21	(1)	21	0
5. Vacation	103	(4)	4.5	98.5

Employee missed one week of work due to illness and is now submitting a sick request for the full 40 hours of work missed. The system uses the cascade sequence (4-1-3-5-2).

This sequence is an attempt to prevent employees from going uncompensated if they do not have enough time in one bucket of leave. Because this request exceeds the 21 hours of sick time available, it will use the following sequence for the remaining 19 hours needed to cover the request:

- Comp Time – 6.5 hours
- Deferred Holiday – 8 hours
- Vacation Time – 4.5 hours