

## Annual Leave Cascade

A cascade defines how leave time is processed in the system. **If the employee does not directly select Comp Time, Excess Annual Leave, etc. when submitting their request, but selects Annual Leave instead,** their leave will be used, based on the time of the year, in the order as described in the chart below:

Annual Leave Cascade	
January 1 – July 31	August 1 – December 31
Comp Time	Personal Day
Excess Annual Leave	Excess Annual Leave
Annual Leave	Comp Time
	Annual Leave



### Note

The following are not impacted by the cascade:

- Follow your agency's policy and procedures regarding the usage of personal leave days before August 1<sup>st</sup>.
- Your holiday banked time may be scheduled by your supervisor in the quarter in which it was earned.

If the cascade makes a change to the type of leave originally submitted, the timecard will display the information as indicated below.

In this example, the original request was for two hours of annual leave. Since the employee had one hour of Comp Time and also had Excess Annual Leave time, the cascade reversed the original request for annual leave, used the Comp Time first, then the Excess Annual Leave.

ANNUAL LEAVE CASCADE	-2:00					
COMP TIME CASCADE	1:00					
EXCESS ANNUAL CASCADE	1:00					
		7:29AM	1:31PM		6:00	
ANNUAL LEAVE TAKEN	2:00	1:30PM				8:00

A comment is added to each entry in the timecard to indicate the change was made by the cascade. These comments may be viewed from **Go To>Audits**. Select **Comments** from the **Category** drop-down to view the comments.

Date	Time	Type	User	Comment
Wed 3/23	6:29AM	Punch		Early - Approved
Fri 3/25		Pay Code Edit	Import	Cascade Change
		Pay Code Edit	Import	Cascade Change
		Pay Code Edit	Import	Cascade Change