

Cascading Rules

Cascading Rules

- **NOTE: This document is for information purposes only. Cascading Rules automatically happen within OneUSG Connect system. Managers do not have to take action.**
- Cascading is an attempt to prevent employees from going uncompensated if they do not have enough time in one bucket of leave.
- Compensatory Time (Comp Time): Hours earned by eligible employees for hours worked over 40 within an FLSA week (in lieu of overtime)
- Comp time is only for certain units. Not all units have comp time

Cascading Rules

- Cascading is an attempt to prevent employees from going uncompensated if they do not have enough time in one bucket of leave.
- In the example of the next page, go through the columns:
 - # - number that the leave type is associated with
 - 3rd column you see the Bucket with which the leave type is associated
 - 4th column you see the cascading pattern
- Let's say you request a sick leave event – that's #3, so it will hit your sick leave bucket first, then go to #1, then go to #2, then go to #4 – exhaust all those buckets as part of the cascading to fully utilize your leave *before* you go uncompensated.

Cascading Rules – Example

Sick leave request will cascade from:



#	Leave Type	Bucket(s)	Cascade	Accrual*
1	Comp Time	COMPTIME	N/A	N/A
2	Deferred Holiday	DEFERRED HOL	N/A	N/A
3	Sick	SICK	3-1-2-4	8 hours per month
4	Vacation	VACATION	1-2-4	10, 12, or 14 hours per month based on Years of Service
5	Sick – Bereavement	SICK	3-1-2-4	N/A
6	Jury Duty	N/A	N/A	N/A
7	Education Support	EDUCATION	N/A	8 hours per year
8	FMLA Intermittent	FMLA/SICK	3-1-2-4	N/A
9	Blood Donation	N/A	N/A	N/A
10	Blood Platelets	N/A	N/A	N/A
11	Voting	N/A	N/A	N/A

*Accruals hours listed are for full time employees (1.0 FTE)

Example: A Vacation/Annual Leave Request

- Let's look at a scenario where the employee submits a vacation request for three days, totaling 24 hours. The system uses the cascade sequence of 1-2-4 for vacation requests. The cascade sequence refers to the left-most column named "Leave Type".
- This sequence is an attempt to prevent employees from going uncompensated if they do not have enough time in one bucket of leave. For the 24 hours, the system will first look at bucket 1 to see if there are enough hours in that bucket to cover the request. Because this request exceeds the 10 hours of comp time available, it will seek the remaining hours in bucket 2, which is deferred holiday. The employee does not have a deferred holiday balance, so the system will move to bucket 4, which is vacation time. The remaining 14 hours needed to cover the request will come from the vacation bucket.
- This system of cascading is an attempt to prevent employees from going uncompensated if they do not have enough time in one bucket of leave. You, as a manager, will not have to manually perform any of these actions, but now you have the context for when an employee asks you about their leave balances.

Example: A Vacation/Annual Leave Request

An employee submits a vacation request for 3 days totaling 24 hours. The system uses the cascade sequence Comp Time (#1) → Deferred Holiday (#2) → Vacation (#4) for vacation requests.

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