Extended Leave Processing Overview

Extended Absence Leave Types require different steps for entry, processing, and approval in Cardinal. The Human Resources (HR), Absence Management (AM) Administrator, and Payroll (PY) Administrator are involved in extended leave processing. This Job Aid outlines the steps to be completed by the AM Administrator.

Job Data actions and the Payroll Status are updated by the HR Administrator when an employee goes on a Leave of Absence/extended leave and when the employee returns from leave. These transactions and effective dates impact Cardinal Absence Management.

- Effective January 10, 2025, when an employee is on a Leave of Absence – Unpaid with a Payroll Status of "L" or Suspension with a Payroll Status of "S", absence events and balance adjustments will be processed
- Absence Management Administrators and Payroll Administrators will continue to work together to ensure employees are paid appropriately via SPOT for the leave hours used
- It remains the responsibility of Absence Management Supervisors and Administrators to follow DHRM and agency policies when approving absence events
- When an employee is on a Paid Leave of Absence (Payroll Status of "P"), time and absences continue to be processed including when LNP (Pay Docking) and STL (Short Term Disability – Pay Dock) is entered
- When an employee is on a Leave of Absence (paid, unpaid, or a combination) for 90 consecutive days, VAC (Vacation) and SCK (Traditional Sick) accruals will automatically stop. The accruals will resume automatically when the employee returns from the Leave or returns to Short or Long Term Disability Working for a full Pay Period

The AM Administrator is responsible for ensuring that extended absences are correctly reported for employees using Cardinal Absence Management. The extended absence types are:

- FML (Family and Medical Leave)
- STD (Short Term Disability)
- LTD (Long Term Disability)
- WCL/WCP/WCS (Workers' Compensation Leave)

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Family and Medical Leave (FML)

Overview:

The Family and Medical Leave (FML) absence type is used for tracking purposes only. It does not generate earnings. Additionally, it is not loaded to Payroll or used in allocation distribution.

The AM Administrator must enter a balance adjustment to give an FML entitlement before the absence can be entered for tracking purposes. For further details on adding absence entitlements, see the **TA374_Managing Absence Balances** Job Aid**.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Event Entry:

Determine whether the FML event is intermittent or consecutive:

- If the FML is intermittent:
    - The employee, timekeeper, or supervisor can enter FML takes on the Timesheet
    - AM Administrators can enter FML takes on behalf of the employee on the **Absence Event** page
    - Forecasting is required for FML takes and the employee cannot submit requests for more hours than are available in their FML entitlement balance

- If the FML is consecutive:
    - Only the AM Administrator should enter the FML takes on the **Absence Event** page

Whenever FML is entered, another leave take must be entered for hours equal to the FML hours entered. These other leave takes include SCK (Sick), VAC (Vacation), STL (Short Term Disability – Pay Dock), or LNP (Pay Docking) to indicate unpaid hours. Those takes can be entered with overlapping begin and end dates as needed. If FML is used concurrently with CCL (Compensatory Leave Taken) or OCL (Overtime Leave Taken), the CCL and/or OCL takes are entered on the Timesheet; CCL and OCL are not available on the **Absence Event** page.

A Reason Code must be entered for the FML event. The three options are:
- FMLA Employee
- FMLA Family
- FMLA Military

FML carryover is effective beginning 1/10/2024. Unused FML hours do not automatically expire in Cardinal and should be zeroed out in the period the employee is no longer eligible.

Accumulators and Payee Messages:

The following accumulators track FML usage and generate payee messages that serve as warnings when certain accumulator limits are reached:

- **FMLA EMP/FAM BAL**: Includes all FML events with a reason of FMLA Employee or FMLA Family used in the leave year. A payee message generates when this accumulator either exceeds 480 hours in the leave year or exceeds the prorated amount for Part-Time employees based on their percentage of Full-Time employment

- **FMLA MILITARY BAL**: Includes all FML events with a reason of FMLA Military or no reason used in the past rolling 12 months. A payee message generates when this accumulator exceeds 26 weeks (1040 hours) in the leave year (rolling 12 months) or exceeds the prorated amount for Part-Time employees based on their percentage of Full-Time employment. This accumulator automatically zeroes out at the beginning of the new leave year unless a consecutive FML event crosses over into the new leave year

- **FMLA ROLLOVER BAL**: Includes all FML events used in the past rolling 12 months regardless of reason

- **SCK FMLA TAKE BAL**: Includes all Sick Leave (SCK) events taken since a consecutive FML event began. A payee message generates when the employee exceeds 33% usage of their available SCK balance (based on the SCK balance available on the date the FML event began)

- **SDP FMLA TAKE BAL**: Includes all VSDP Sick Leave (SDP) events taken since a consecutive FML event began. A payee message generates when the employee exceeds 33% usage of their available SDP balance (based on the SDP balance available on the date the FML event began)

See the section in this Job Aid titled **Reviewing Payee Messages** for the steps used to review the payee message warnings for extended leave usage.

Short Term Disability (STD)

Overview:

STD is not an available take in Employee Self-Service; only an AM Administrator can enter STD for an employee. An entitlement balance does not need to be added prior to using the STD take. Payroll will calculate and enter the appropriate disability payment amounts in Payroll. As part of this process, the corresponding number of absence hours for each day of disability will be calculated by your Payroll Administrator using the appropriate SPO Calculation Spreadsheet. Inform the employee of the number of absence hours to enter when applicable.

Event Entry:

Typically, for STD, the number of hours calculated are based on the STD coverage percent:

- If the STD covers 100% of pay, do not enter any partial hours
- If the STD covers 80% of pay, enter 80% of the scheduled hours as partial hours
- If the STD covers 60% of pay, enter 60% of the scheduled hours as partial hours

If STD does not cover 100% of pay, you can enter any other take except SDP to supplement the scheduled hours not covered:

- Vacation can be entered for the remaining 20% or 40%
- Disability Credit (DSK) can be entered for the remaining 20% or 40%. State policy requires that DSK be used in 8-hour increments. Therefore, if DSK is used in conjunction with STD, 8 hours per day is deducted from the DSK balance regardless of the number of hours you enter for each day. For example, if you enter 6.4 STD and 1.6 DSK hours, then 8 DSK hours are deducted from the DSK balance but only 1.6 hours are DSK earnings
- Enter the actual number of DSK hours that need to be used or substituted. Make sure the total number of absence hours entered for any given day does not exceed the employee's scheduled hours for that day. This ensures the accurate allocation of payroll
- CCL or OCL takes can be used for hours not covered by STD. These are entered on the Timesheet
- STD-Pay Dock (STL) should be used for the unpaid time (instead of LNP) during the first 90 days of leave if the employee does not have sufficient balances of other leave types to cover the difference or chooses not to use paid leave. This is what allows the employee to continue accruing VAC and SCK if eligible while on approved disability leave. Usage of LNP (Pay Docking) would prevent the accrual

The VSDP sick and VSDP personal entitlements do not accrue on January 10 (beginning of the leave year) if the employee has used STD in the December 24 pay period of the previous leave year in that same period. If an employee returns from STD leave and did not accrue VSDP sick and VSDP personal on January 10, the AM Administrator must enter balance adjustments to grant the entitlements upon return.

Accumulators and Payee Messages:

The following accumulators track STD usage and generate payee messages that serve as warnings when certain accumulator limits are reached.

- **STD TAKE BAL DAYS**: Includes all STD events used in the leave year (counted in days rather than hours (regardless of the number of partial hours entered each day)). This balance includes paid holidays but does not include weekends. A payee message generates if the employee exceeds 125 days in the leave year.

- **STD VAC ACR LMT AC**: Counts consecutive days of STD (regardless of the number of partial hours entered each day) and includes paid holidays and weekends. The accumulator only includes usage of the STD leave type and no other leave types that may be used as part of the STD waiting period.

Long Term Disability (LTD)

Overview:

LTD is not an available take in Employee Self-Service; only an AM Administrator can enter LTD for an employee. An entitlement balance does not need to be added prior to using the LTD take. Payroll will calculate and enter the appropriate disability payment amounts in Payroll. As part of this process, the corresponding number of absence hours for each day of disability will be calculated by your Payroll Administrator using the appropriate SPO Calculation Spreadsheet. Inform the employee of the number of absence hours to enter when applicable.

Event Entry:

The LTD take can be entered with any other leave take on the same day in order to substitute scheduled hours not covered by LTD. CCL and/or OCL takes can be used for hours not covered by LTD and must be entered on the Timesheet.

The VSDP sick and VSDP personal entitlements do not accrue on January 10 (beginning of the leave year) if the employee has used LTD in the December 24 pay period of the previous leave year in that same period. If an employee returns from LTD leave and did not accrue VSDP sick and VSDP personal on January 10, the AM Administrator must enter balance adjustments to grant the entitlements upon return.

Workers' Compensation Leave (WCL/WCP/WCS)

Overview:
WCL/WCP/WCS are not available takes in Employee Self-Service; only an AM Administrator can enter WCL/WCP/WCS for an employee. Entitlement balances do not need to be added prior to using these types of takes. Payroll will calculate and enter the appropriate disability payment amounts in Payroll. As part of this process, the corresponding number of absence hours for each day of disability will be calculated by your Payroll Administrator using the appropriate SPO Calculation Spreadsheet. Inform the employee of the number of absence hours to enter when applicable.

Event Entry:
When entering a WCL/WCP/WCS take, the **Comments** field on the **Absence Event Input Details** page can be used to record the Workers' Compensation Claim Number. If a single **WCL**/**WCP**/**WCS** event is entered for an employee and the hours need to be charged against two or more Claim Numbers, the text entered in the **Comments** field should indicate the number of hours charged to each Claim Number.

If the WCL/WCP/WCS coverage is not 100%, the workers' compensation take can be entered with any other take on the same day in order to substitute scheduled hours not covered by the WCL/WCP/WCS.

- CCL or OCL takes can be used for hours not covered by workers' compensation and must be entered on the Timesheet.
- STL should be used for the unpaid time (instead of LNP) during the first 90 days of leave if the employee does not have sufficient balances of other leave types to cover the difference or chooses not to use paid leave. This is what allows the employee to continue accruing VAC and SCK if eligible while on approved workers' compensation leave. Usage of LNP (Pay Docking) would prevent the accrual.

The VSDP sick and VSDP personal entitlements do not accrue on January 10 (beginning of the leave year) if the employee has used WCL/WCP/WCS in the December 24 pay period of the previous leave year in that same period. If an employee returns from WCL/WCP/WCS leave and did not accrue VSDP sick and VSDP personal on January 10, the AM Administrator must enter balance adjustments to grant the entitlements upon return.

Accumulators:

The following accumulators track WCL/WCP/WCS usage.

- **WCL/WCP/WCS TAKE BAL DAYS:** Counts the consecutive days of WCL/WCP/WCS, including paid holidays and weekends, regardless of the number of partial hours entered each day. The accumulator is used for tracking purposes only and does not have an associated payee message.

- **WCL/WCP/WCS VAC ACR LMT AC:** Counts the consecutive days of WCL/WCP/WCS including paid holidays and weekends, regardless of the number of partial hours entered each day. The accumulator only includes usage of the WCL/WCP/WCS leave type and no other leave types that may be used as part of the WCL/WCP/WCS waiting period.
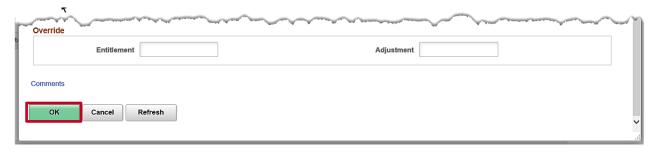
Approving Extended Absences

It is recommended the AM Administrator that enters the extended leave request ask a second AM Administrator to review and approve it using the following steps:

1. AM Administrator notifies a second AM Administrator that the extended leave event in Cardinal has been entered and requires review and approval

2. The second AM Administrator searches for the employee on the **Absence Event** page and clicks the **Details** link for the absence event needing approval

The Absence Event Input Detail page displays in a pop-up window.

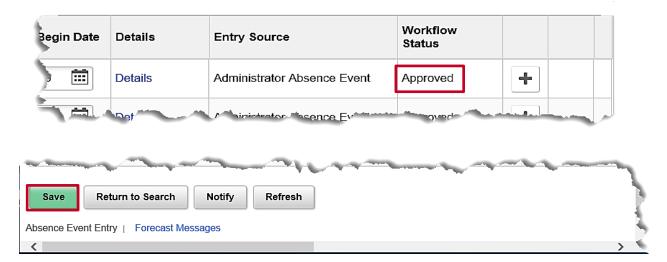3. Check the **Manager Approved** checkbox option.

4. Click the **OK** button.

The **Absence Event** page returns and the **Workflow Status** field changes to **Approved**.

Begin Date	Details	Entry Source	Workflow Status		
📅	Details	Administrator Absence Event	Approved	➕	
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Save	Return to Search	Notify	Refresh

Absence Event Entry | Forecast Messages

5.   Click the **Save** button.

If the agency does not have a second AM Administrator to approve, then the AM Administrator that enters the extended leave can also approve it.

Follow your agency policy and guidelines for approvals. All leave takes must be in an **Approved** status in order to be calculated, deducted from balances when applicable, appear on the docking report for Payroll when applicable, and for charge distribution.
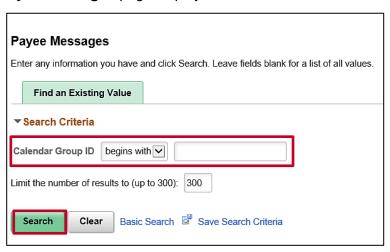
Reviewing Payee Messages

1. To access the Payee Messages by Calendar Group, navigate to the **Payee Messages** page using the following path:

    Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Payee Messages

The **Payee Messages** page displays.

2. Enter the applicable Calendar Group ID or know portion of the Calendar Group ID in the **Calendar Group ID** field.

3. Click the **Search** button.

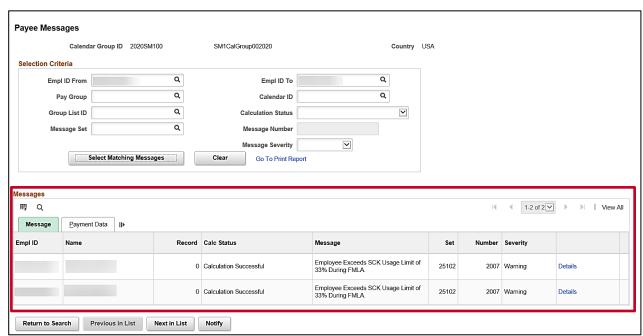The search results display in the bottom portion of the page.

4. Select the applicable Calendar ID by clicking the corresponding link in the **Calendar Group ID** column.

The **Payee Messages** page displays for the applicable Calendar Group ID.

5. In Cardinal, you are not able to isolate your search results by agency. Enter the applicable selection criteria in the corresponding fields and then click the **Select Matching Messages** button.

The **Payee Messages** page refreshes with the search results (based on selection criteria entered) in the **Messages** section.
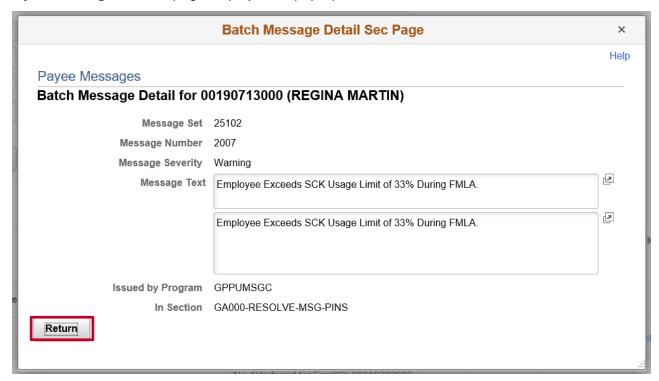
6.   Review the information for the applicable Payee Messages in the **Messages** section. Click the **Details** link to see more information about the **Payee Messages**.

The **Payee Messages** details page displays in a pop-up window.

7.   Click the **Return** button to return to the main **Payee Messages** page.

The table below lists all the **Payee Messages** in Cardinal:

Payee Messages
Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1
Part Time Employee Exceeds FMLA Leave Year Limit. Pay Period End Date: %1
Employee Exceeds Military FMLA Limit of 1040 Hours. Pay Period End Date: %1
Part Time Employee Exceeds Military FMLA Limit. Pay Period End Date: %1
Employee Exceeds SDP Usage Limit of 33% During FMLA
Employee Exceeds STD Usage Limit of 125 Days.
Employee Exceeds SCK Usage Limit of 33% During FMLA

Managing Leave for Employees Who Work Fewer than 12 Months a Year

Agencies have two options for managing leave for employees who are work fewer than 12 months a year.

1.   HR Administrators can enroll the employee in the **FACREGGRP** or **FACVSDPGRP Eligibility group** and AM Administrators can manually adjust their balances.

     The **Leave Balance Adjustment Mass Upload** can be used for employees in the **FACREGGRP** or **FACVSDPGRP** to manually adjust their FVC Flex Vacation Absence balance. FVC is a leave type that does not automatically accrue semi-monthly. FVC can be used by employees who work less than 12 months per year or can be used by agencies that do not follow or do not fully follow DHRM leave policy but still track leave in Cardinal.

2.   HR Administrators can update the employees **Job Data** by adding a new effective dated row and updating the employees' **Eligibility Group** from **VSDPELGGRP** to **FACREGGRP**. The **FACREGGRP Eligibility Group** does not include VAC accrual or VSDP PER or VSDP Sick Leave. HR Administrators will need to add another effective dated row to return the employees to the **VSDPELGGRP Eligibility Group** upon their return to work.

     HR Administrators can update **Job Data** in one of two ways.
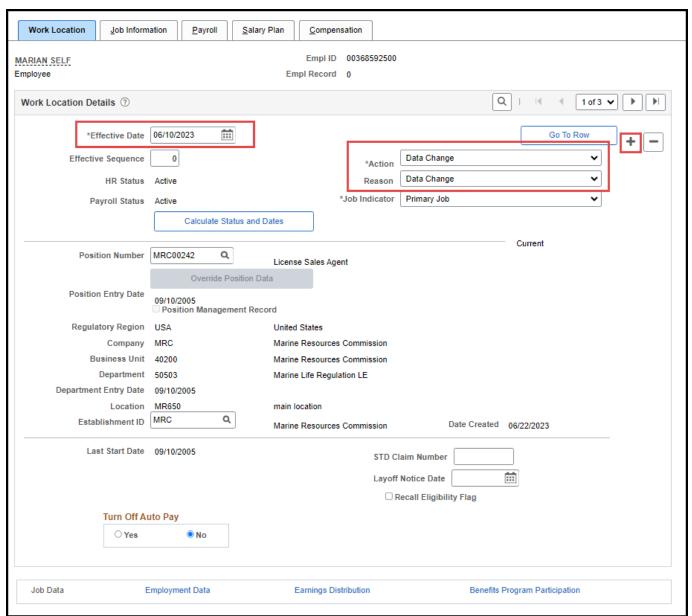
     a.   If there is a large number of employees, the **Job Data Mass Upload** can be used to update the **Eligibility Group**
     b.   HR Administrators can update each **Job Data** record individually by following the steps below.

3.   Update the **Eligibility Group** by navigating to the Employee's **Job Data Record**.

The Employee's **Job Data Record** displays.

4. Click the icon **(+)** to Add a New Effective Dated Row
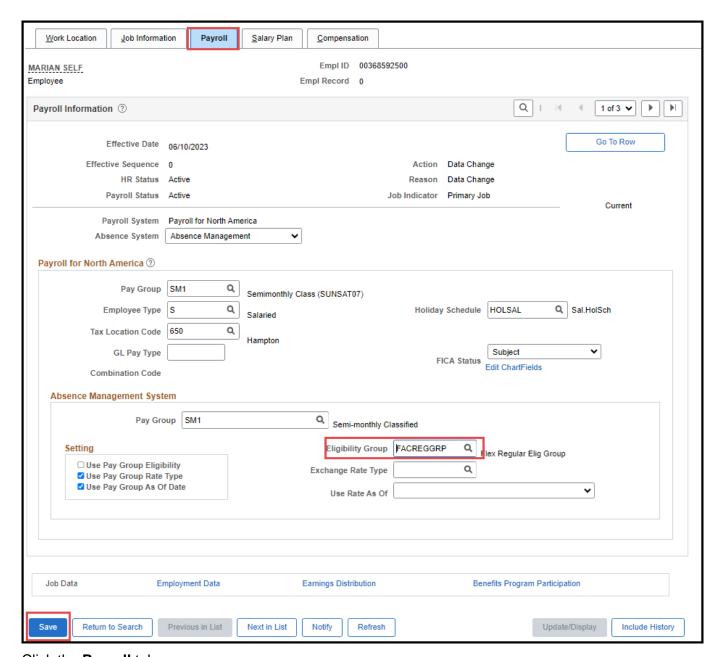
5. Enter the appropriate **Effective Date**

6. Select **Action**: Data Change

7. Select **Reason**: Data Change

8.   Click the **Payroll** tab

9.   Change the **Eligibility Group** from **VSDPELGGRP** to **FACREGGRP**

10.   Click the **Save** button.