

### Cardinal Information Regarding DHRM Policy 4.10 Annual Leave Amended – Veteran’s Service

The Cardinal Project <cardinal-comms@public.govdelivery.com>

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To: Wall, Janeen (DOA) <Janeen.Wall@doa.virginia.gov>

**This communication is being sent to all HR Administrators and AM Administrators.**



As a follow-up to the November 18, 2022 communication from the Department of Human Resources Management entitled “[Policy 4.10 – Annual Leave Amended](#)”, Cardinal is providing early guidance for HR Administrators to enact this policy starting on 1/10/2023. Agencies are impacted based on how they use Cardinal.

- Agencies that use Cardinal Absence Management (AM) **must** make the adjustments outlined in this email, in order for the Veteran’s service to be applied towards the annual leave accrual rate calculation and carryover limit.
- Agencies that do not use Cardinal Absence Management (AM) are not required to use this field to document these adjustments.

**Starting Monday, January 16**, HR Administrators will use the **Leave Eligibility Service Date** and **Previous Months of Service** fields on the **Employment Data** page (accessed from Job Data) to update the annual leave accrual rate in Cardinal.

**Important:** In order for the adjustment to the leave accrual to be reflected timely and accurately, the adjustments cannot occur until after the leave period ending January 9 is finalized on January 16. **Adjustments to the data must be completed prior to Tuesday, January 31**, for the finalization of the leave period ending January 24.

Please see the screenshot below, which highlights these fields.

For additional information regarding determining Previous Months of Service and making leave eligibility service date adjustments, please review the [HR351 – Impacts in Breaks in Service Overview](#) and [HR351 – Impacts in Breaks in Service Calculator](#).

#### Questions?

Please review the [DHRM communication](#), the revised [Policy 4.10 – Annual Leave](#), and the Cardinal job aids shown above.

- For questions regarding determining prior service and/or the Veteran’s service into Previous Months of Service, please submit an email to [Policy@DHRM.Virginia.gov](mailto:Policy@DHRM.Virginia.gov).
- For questions or assistance with applying Previous Months of Service in Cardinal, please submit a help desk ticket to [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and include “**Cardinal** - ...” in the subject line with a brief summary for routing. In the email, provide detailed information about your issue (i.e., functional area, page, actions, error message). Be sure to include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal PPS HR Team

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This email was sent to janeen.wall@doa.virginia.gov using govDelivery Communications Cloud on behalf of: The Cardinal Project · 6800 Paragon Place, 3rd Floor · Richmond, VA 23230

