



ESS Reviewing Absence and Leave Balances

This Job Aid provides Employee Self-Service (ESS) users information on how to review Absence and Leave Balances. It starts with the overview of the **Comprehensive Absence Summary** page and then a review of the **Leave Balances** page and the **Absence Balances** page for more detailed information. If you need additional information related to your leave and absence balances, please see your supervisor, an Absence Management Administrator, or a Time & Labor Administrator.

Reminder: In Cardinal, the terms “Absence” and “Leave” are not synonymous. The following guidelines apply:

Leave Types: The term “Leave” in Cardinal refers specifically to Compensatory and Overtime Leave only.

Absence Types: The term “Absence” in Cardinal refers to Absence Types such as Vacation, VSDP Sick Leave, etc.

Note: Balances for Absence Types do not include unprocessed hours such as hours in a “Saved” status or unapproved absence hours in a “Needs Approval” status.

Table of Contents

Revision History2

Overview of the Comprehensive Absence Summary Page3

Review the Leave Balances Page.....8

Review and Forecast Absence Balances 11

Review Leave Year End Guidelines 17



Time & Attendance Job Aid

ESS_Reviewing Absence and Leave Balances

Revision History

Revision Date	Summary of Changes
1/27/2025	Baseline



Overview of the Comprehensive Absence Summary Page

The **Comprehensive Absence Summary** page provides a consolidated overview of all leave and absence balances and accruals. This page defaults the current balances for Absence Types as of the last finalized leave period or select the **Estimated As of** radio button to review the estimated hours for the current open leave period end date. It includes:

- Current vacation accrual rate
- Vacation Maximum Carryover
- Compensatory Leave Balance Limit
- Overtime Leave Balance Limit
- Year-to-date hours (earned and taken)
- Details for Leave and Absence Types that expire, including expiration dates for hours that will expire if not taken.

Step	Action
1.	Navigate to the Comprehensive Absence Summary page using the following path: Time Tile > Timesheet page > Comprehensive Absence Summary

The **Timesheet** page displays by default.

2.	Click the Comprehensive Absence Summary link from the menu list.
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Step	Action
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The **View Comprehensive Absence Summary** page displays.

Cardinal Homepage
Time

- Timesheet
- Payable Time
- Leave Balances
- View Requests
- Absence Balances
- Comprehensive Absence Summary

View Comprehensive Absence Summary

Employee ID: [Redacted]

Prog Admin Specialist II

Last Finalized As Of 24-Dec-2024

Estimated As Of 09-Jan-2025

Vacation Accrual Rate: 9.00

Vacation Maximum Carryover: 432.00

Compensatory Leave Balance Limit: 0.00

Overtime Leave Balance Limit: 240.00

Leave Summary

Type	Description	Balance Forward	Earned YTD	Taken YTD	Adjusted YTD	Donated YTD	Current Balance
1	CSL	Volunteer Service Leave	16.00				16.00
2	DSK	Converted Disability Credits					27.00
3	ERL	Org Recognition Leave		8.00	8.00		4.00
4	PER	VSDP Personal Leave	40.00	40.00			
5	SDP	VSDP Sick Leave	80.00	32.00			48.00
6	VAC	Vacation	207.00	248.00			331.00

Expiring Leave Types - History Details

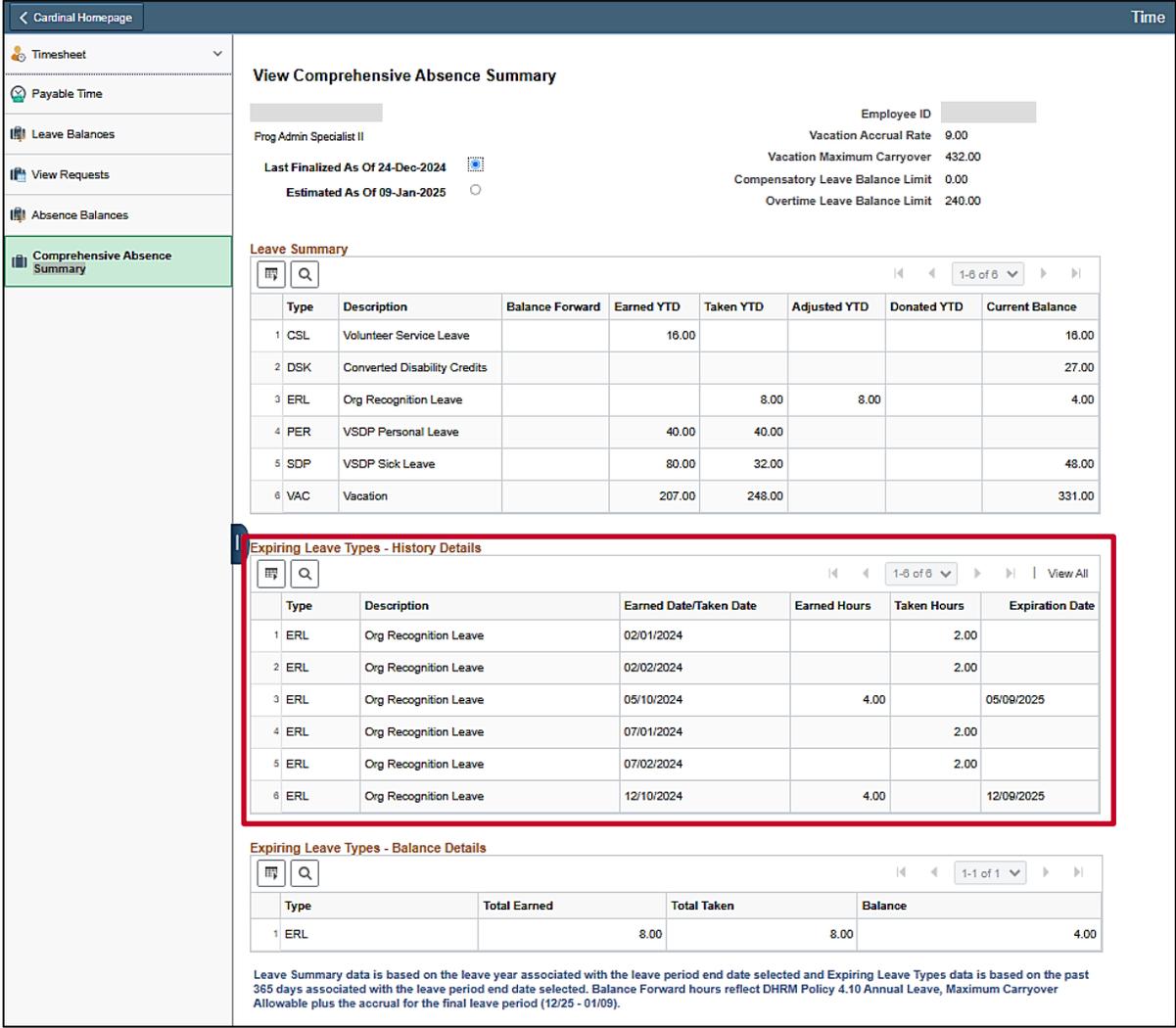
Type	Description	Earned Date/Taken Date	Earned Hours	Taken Hours	Expiration Date
1	ERL	Org Recognition Leave	02/01/2024		2.00
2	ERL	Org Recognition Leave	02/02/2024		2.00
3	ERL	Org Recognition Leave	05/10/2024	4.00	05/09/2025
4	ERL	Org Recognition Leave	07/01/2024		2.00
5	ERL	Org Recognition Leave	07/02/2024		2.00
6	ERL	Org Recognition Leave	12/10/2024	4.00	12/09/2025

Expiring Leave Types - Balance Details

Type	Total Earned	Total Taken	Balance	
1	ERL	8.00	8.00	4.00

Leave Summary data is based on the leave year associated with the leave period end date selected and Expiring Leave Types data is based on the past 365 days associated with the leave period end date selected. Balance Forward hours reflect DHRM Policy 4.10 Annual Leave, Maximum Carryover Allowable plus the accrual for the final leave period (12/25 - 01/09).

	<p>Click the Estimated As of radio button to review the estimated hours for the current open leave period end date.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Last Finalized As Of 24-Dec-2024 <input checked="" type="radio"/></p> <p>Estimated As Of 09-Jan-2025 <input type="radio"/></p> </div>
	<p>The Vacation Accrual Rate field displays the number of vacation hours accrued for each pay period.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Vacation Accrual Rate 9.000000</p> </div>

Step	Action
	<p>The Leave Type and Description fields display the name of the Leave or Absence Type.</p> <p>The Current Balance field for Absence Types are based on the last finalized leave period associated with the last pay date or the estimated as of hours for the current open leave period end date. This value does not include hours in a saved status, not approved by the supervisor, or not yet finalized in the system. An example of hours not yet finalized are hours earned or taken in a prior leave period but entered in the current open leave period.</p>
	<p>The Expiring Leave Types – History Details section contains the history related to when certain Leave or Absence Types were earned or taken.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  </div>
3.	<p>Click the View All link to see the complete list if necessary.</p> <div style="border: 1px solid #ccc; display: inline-block; padding: 2px 5px; margin-top: 5px;"> View All </div>

Step	Action
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The complete list displays.

Expiring Leave Types - History Details

Type	Description	Earned Date/Taken Date	Earned Hours	Taken Hours	Expiration Date
1 ERL	Org Recognition Leave	02/01/2024		2.00	
2 ERL	Org Recognition Leave	02/02/2024		2.00	
3 ERL	Org Recognition Leave	05/10/2024	4.00		05/09/2025
4 ERL	Org Recognition Leave	07/01/2024		2.00	
5 ERL	Org Recognition Leave	07/02/2024		2.00	
6 ERL	Org Recognition Leave	12/10/2024	4.00		12/09/2025



The **Leave Type** and **Description** fields provide the Leave or Absence Type name.

The **Earned Date/Taken Date** field displays the date that the leave or absence was either earned or taken.

The **Earned Hours** and **Taken Hours** fields display the number of hours that were either earned or taken for each Leave or Absence Type.

The **Expiration Date** fields display the date the number of hours will expire if not taken.

The **Expiring Leave Types – Balance Details** section displays Absence and Leave Types that expire along with their balance information.

Expiring Leave Types - Balance Details

Type	Total Earned	Total Taken	Balance
1 ERL	8.00	8.00	4.00

Leave Summary data is based on the leave year associated with the leave period end date selected and Expiring Leave Types data is based on the past 365 days associated with the leave period end date selected. Balance Forward hours reflect DHRM Policy 4.10 Annual Leave, Maximum Carryover Allowable plus the accrual for the final leave period (12/25 - 01/09).

4. Click the **View All** link as needed to see the full list.



Step	Action
	<p>The Leave Type field lists the name of the leave or absence.</p> <p>The Total Earned field displays the total number or hours earned for each Leave or Absence Type.</p> <p>The Total Taken field displays the total number of hours that have been taken for each Leave or Absence Type.</p> <p>Note: The balances for each Leave or Absence Type listed in the Expiring Leave Types – Balance Details section should match the balances listed on your timesheet under the Absence tab or the Leave / Compensatory Time tab. You need to apply policy expiration timeframes to the dates earned to determine exactly when the leave will expire.</p>



Time & Attendance Job Aid

ESS_Reviewing Absence and Leave Balances

Review the Leave Balances Page

This section of the Job Aid provides information for reviewing Compensatory Leave and Overtime Leave balances.

Step	Action
1.	Navigate to the Leave Balances page using the following path: Time Tile > Timesheet page > Leave Balances

The **Timesheet** page displays by default.

2. Click the **Leave Balances** link from the menu list.



The **Leave Balances** page displays.

Leave Type	Balance	Maximum Balance
COMP_LEAVE	15.00	1000 >
OT_LEAVE	10.50	1000 >
OT_LEAVE	10.50	1000 >

Step	Action														
	<p>Under the Leave Balances Summary (In Hours) section, users can view the current balances for each Leave Type.</p> <p>The Leave Type field displays the type of leave.</p> <p>The Balance field displays the total current balance for each Leave Type.</p>														
	<p>The Leave Type names are links that can be clicked to see more details about each Leave Type.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Leave Type</p> <p>COMP_LEAVE</p> <p>OT_LEAVE</p> <p>OT_LEAVE</p> </div>														
3.	<p>Click the COMP_LEAVE link.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Leave Type</p> <p>COMP_LEAVE</p> <p>OT_LEAVE</p> <p>OT_LEAVE</p> </div>														
<p>The Leave Balance Details section displays for the selected Leave Type.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> < Cardinal Homepage Time </div> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <ul style="list-style-type: none">  Timesheet  Payable Time <li style="background-color: #e0f0e0;"> Leave Balances  View Requests  Absence Balances  Comprehensive Absence Summary </div> <div style="width: 75%; padding-left: 10px;"> <h3>Leave Balances</h3> <p>Return to Leave Balances</p> <p>Leave Balance</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>COMP_LEAVE Balance</th> <th>Minimum Balance</th> <th>Maximum Balance</th> </tr> </thead> <tbody> <tr> <td>15.00</td> <td>0</td> <td>1000</td> </tr> </tbody> </table> <p>Leave Balance Details</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Accrual Date</th> <th>Earned</th> <th>Taken</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>07/17/2023</td> <td>15.00</td> <td>0.00</td> <td>15.00</td> </tr> </tbody> </table> <p><small>Balances are as of the specified Accrual Date.</small></p> </div> </div> </div>		COMP_LEAVE Balance	Minimum Balance	Maximum Balance	15.00	0	1000	Accrual Date	Earned	Taken	Balance	07/17/2023	15.00	0.00	15.00
COMP_LEAVE Balance	Minimum Balance	Maximum Balance													
15.00	0	1000													
Accrual Date	Earned	Taken	Balance												
07/17/2023	15.00	0.00	15.00												
	<p>Disregard the Maximum Balance displayed. This number does not actually reflect the maximum balance that users can have at any given time in accordance with State/Agency policy.</p> <p>The Leave Balance Details displays the accrual date, whether the hours were earned or taken on that date, and the current balance hours for the Compensatory Leave.</p>														
4.	<p>Click the Return to Leave Balances link to return back to the summary view.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Return to Leave Balances</p> </div>														

Step	Action			
5.	To view the overtime leave details, click the OT_LEAVE link. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="margin: 0;">Leave Balances Summary (In Hours)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Leave Type</td> </tr> <tr> <td style="padding: 2px;">COMP_LEAVE</td> </tr> <tr> <td style="padding: 2px; border: 2px solid red;">OT_LEAVE</td> </tr> </table> </div>	Leave Type	COMP_LEAVE	OT_LEAVE
Leave Type				
COMP_LEAVE				
OT_LEAVE				

The **Leave Balance Details** section displays for the selected leave type.

< Cardinal Homepage
Time

- Timesheet
- Payable Time
- Leave Balances
- View Requests
- Absence Balances
- Comprehensive Absence Summary

Leave Balances

[Return to Leave Balances](#)

Leave Balance

OT_LEAVE Balance	Minimum Balance	Maximum Balance
10.50	0	1000

Leave Balance Details

Accrual Date	Earned	Taken	Balance
12/08/2023	1.50	0.00	10.50
12/08/2023	3.00	0.00	10.50
12/07/2023	2.00	0.00	6.00
12/07/2023	1.00	0.00	6.00
12/05/2023	1.00	0.00	3.00
12/05/2023	2.00	0.00	3.00

Balances are as of the specified Accrual Date.



Disregard the Maximum Balance displayed. This number does not actually reflect the maximum balance that users can have at any given time in accordance with State/Agency policy.

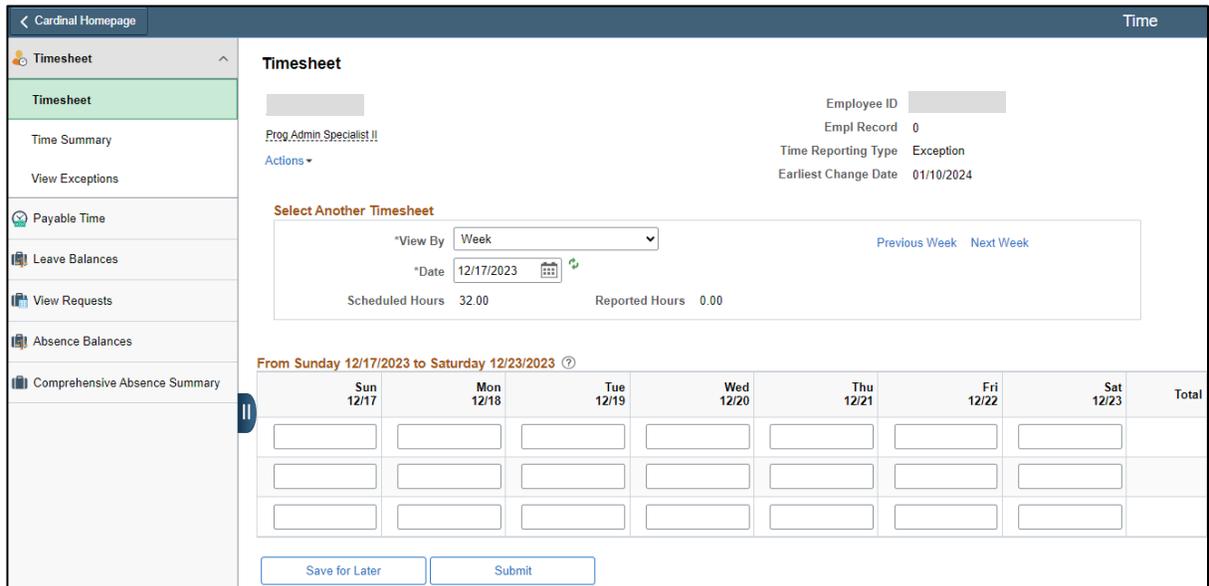
The **Leave Balance Details** displays the accrual date, whether the hours were earned or taken on that date, and the current balance hours for the Overtime Leave.

Review and Forecast Absence Balances

This section of the Job Aid provides the steps to review and forecast Absence balances.

Step	Action
1.	Navigate to the Absence Balances page using the following path: Time Tile > Timesheet page > Absence Balances

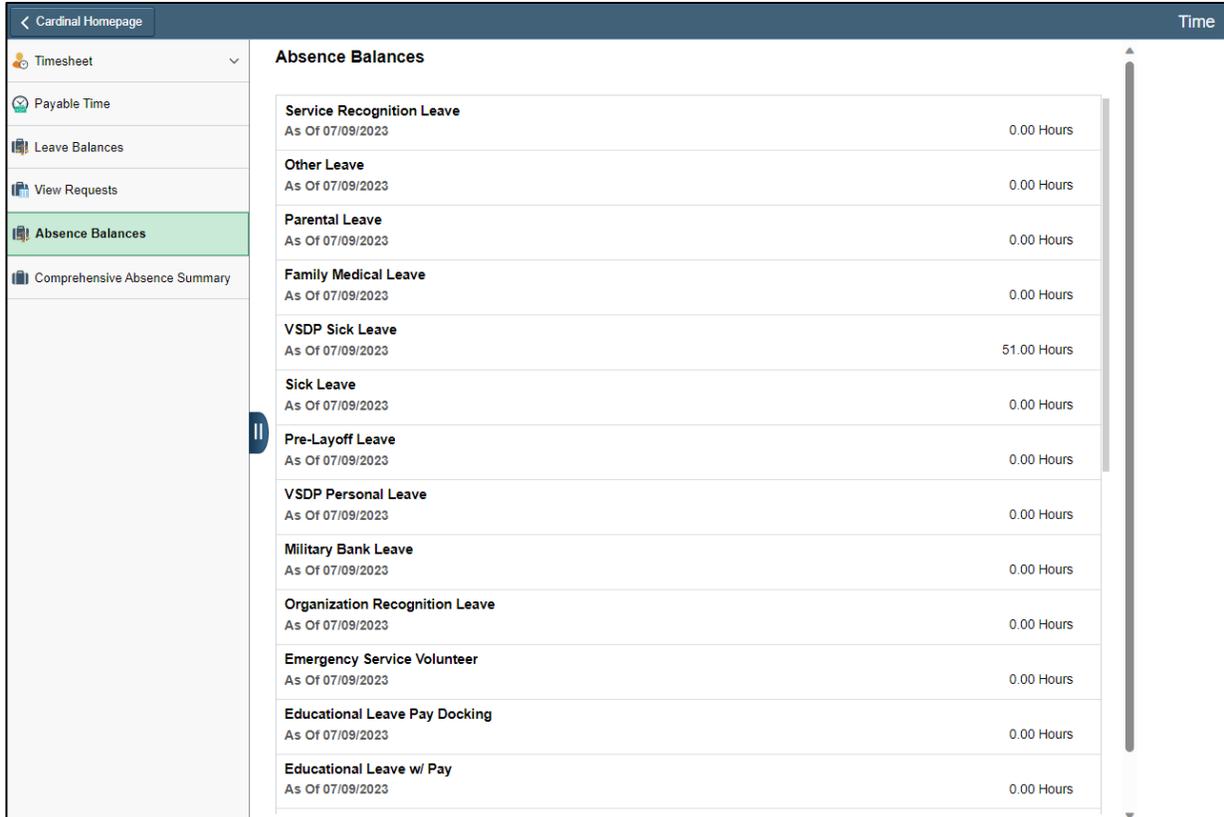
The **Timesheet** page displays by default.



2.	Click the Absence Balances link from the menu list. 
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Step	Action
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The **Absence Balances** page displays.



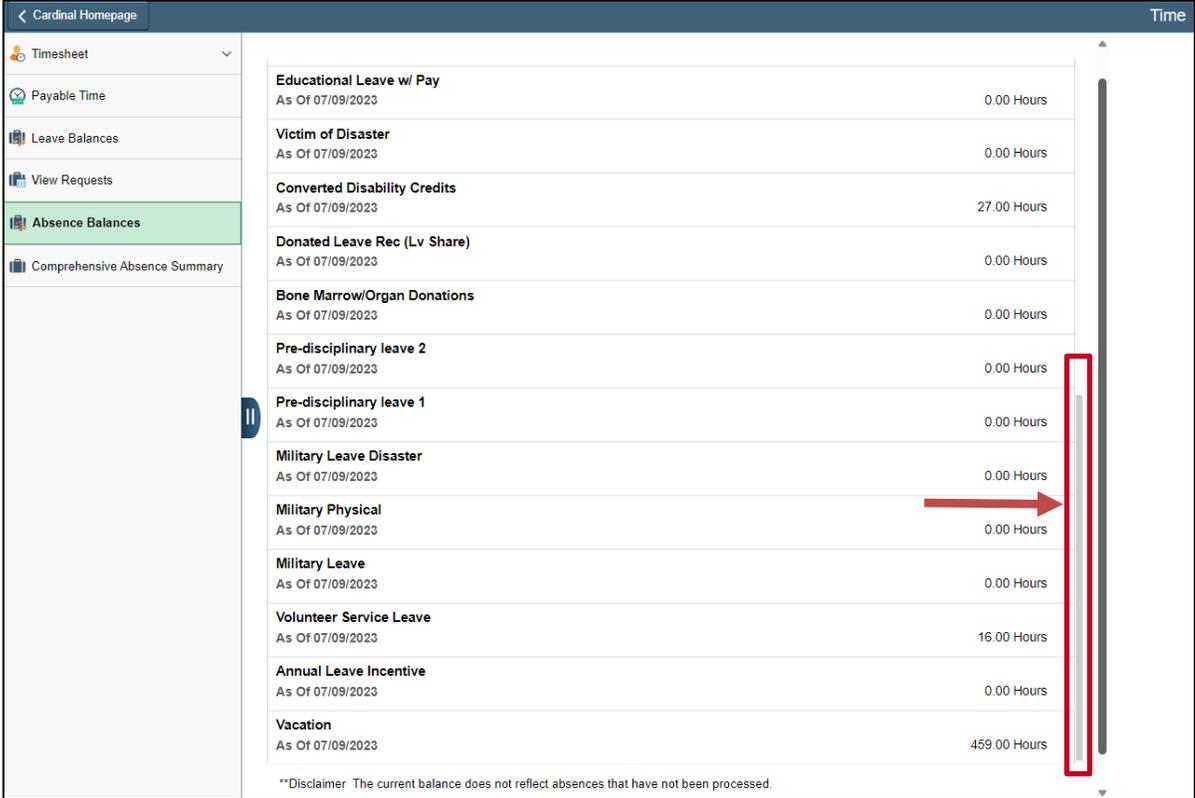
< Cardinal Homepage		Time																									
<ul style="list-style-type: none"> Timesheet Payable Time Leave Balances View Requests <li style="background-color: #e0f2f1;">Absence Balances Comprehensive Absence Summary 	<h3 style="margin: 0;">Absence Balances</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Service Recognition Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Other Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Parental Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Family Medical Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>VSDP Sick Leave As Of 07/09/2023</td> <td style="text-align: right;">51.00 Hours</td> </tr> <tr> <td>Sick Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Pre-Layoff Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>VSDP Personal Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Military Bank Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Organization Recognition Leave As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Emergency Service Volunteer As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Educational Leave Pay Docking As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> <tr> <td>Educational Leave w/ Pay As Of 07/09/2023</td> <td style="text-align: right;">0.00 Hours</td> </tr> </table>	Service Recognition Leave As Of 07/09/2023	0.00 Hours	Other Leave As Of 07/09/2023	0.00 Hours	Parental Leave As Of 07/09/2023	0.00 Hours	Family Medical Leave As Of 07/09/2023	0.00 Hours	VSDP Sick Leave As Of 07/09/2023	51.00 Hours	Sick Leave As Of 07/09/2023	0.00 Hours	Pre-Layoff Leave As Of 07/09/2023	0.00 Hours	VSDP Personal Leave As Of 07/09/2023	0.00 Hours	Military Bank Leave As Of 07/09/2023	0.00 Hours	Organization Recognition Leave As Of 07/09/2023	0.00 Hours	Emergency Service Volunteer As Of 07/09/2023	0.00 Hours	Educational Leave Pay Docking As Of 07/09/2023	0.00 Hours	Educational Leave w/ Pay As Of 07/09/2023	0.00 Hours
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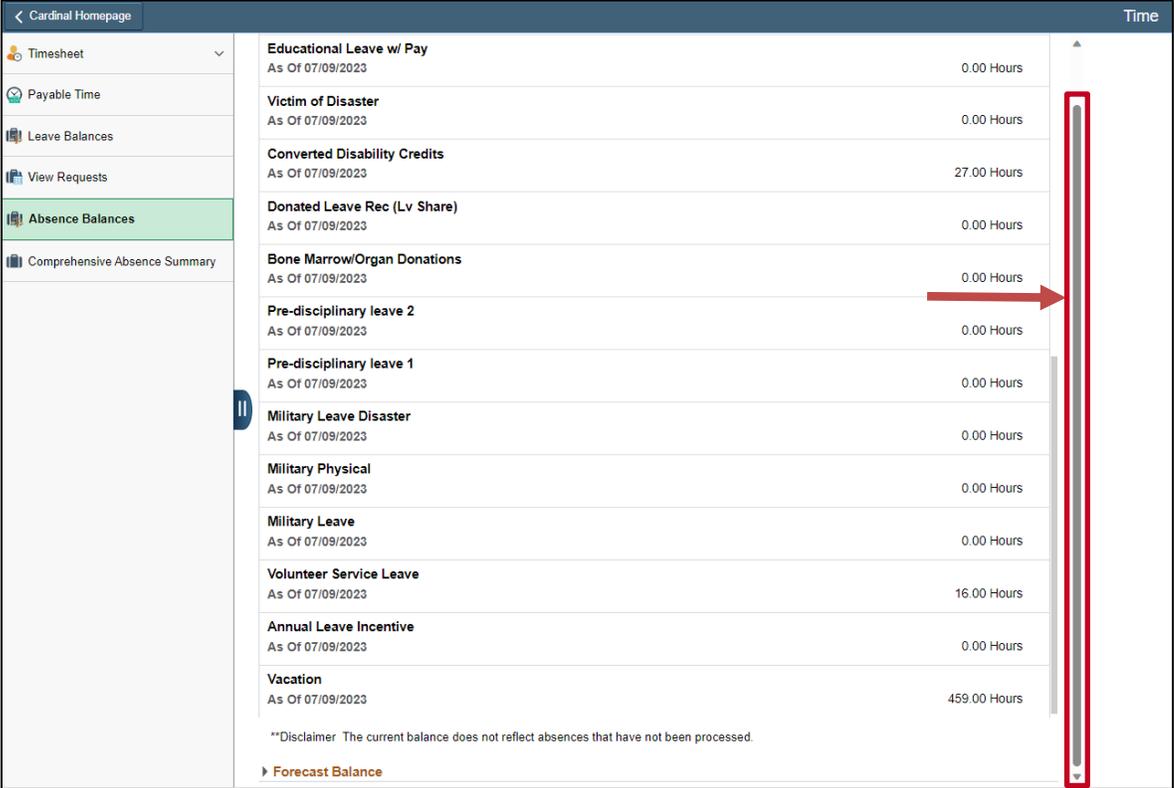
3.	The balance for each Absence Type is displayed. Review as needed.
	The As of date represents the date of the last finalized period. The balances displayed here match the balances displayed on the Comprehensive Absence Summary page and the balances displayed on the Absences tab of the Timesheet.

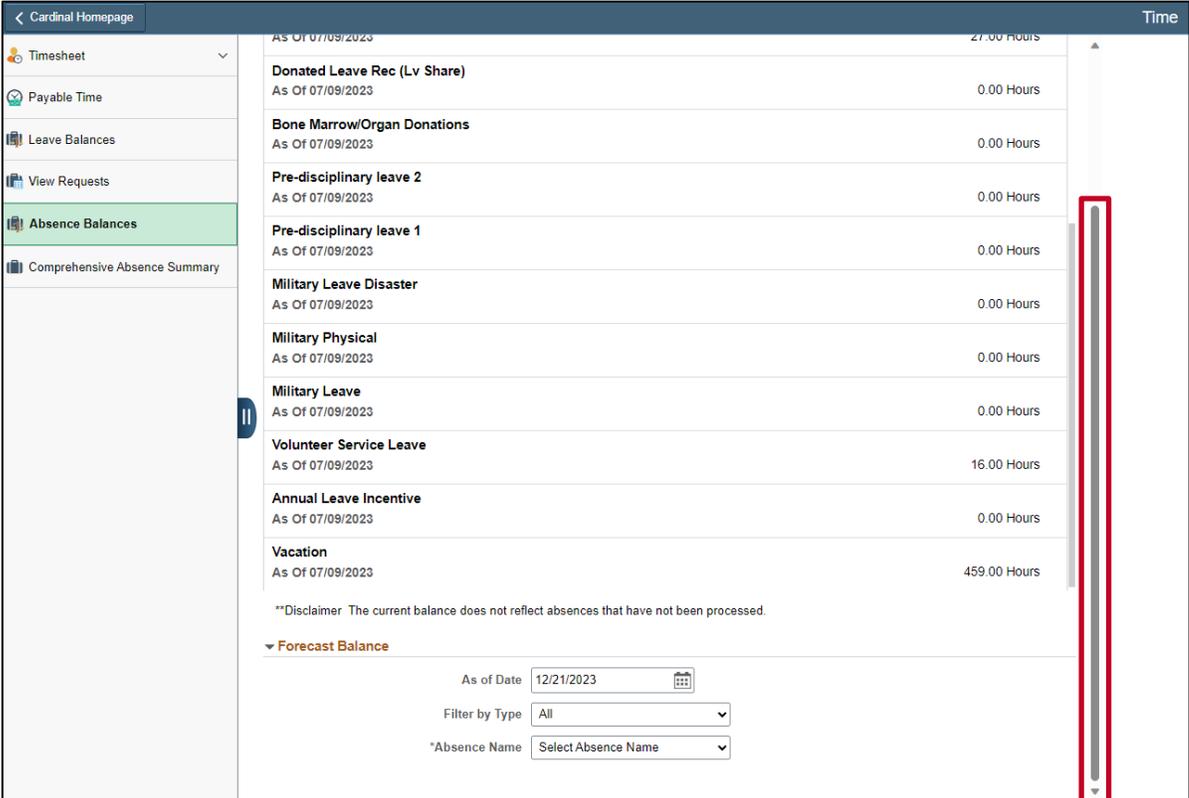
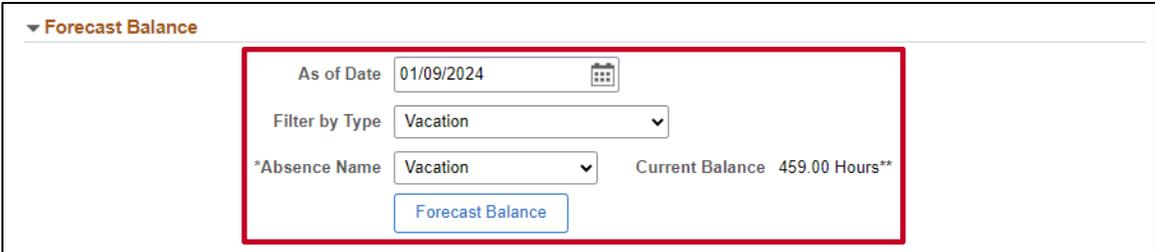


Time & Attendance Job Aid

ESS_Reviewing Absence and Leave Balances

Step	Action																																										
3.	Use the scroll bar immediately to the right of the hours balances to scroll down and see the complete list of absence balances.  <p>The screenshot shows a web application interface with a sidebar on the left containing navigation options: Timesheet, Payable Time, Leave Balances, View Requests, Absence Balances (highlighted), and Comprehensive Absence Summary. The main content area displays a table of absence types and their balances as of 07/09/2023. The table includes categories such as Educational Leave w/ Pay, Victim of Disaster, Converted Disability Credits, Donated Leave Rec (Lv Share), Bone Marrow/Organ Donations, Pre-disciplinary leave 2, Pre-disciplinary leave 1, Military Leave Disaster, Military Physical, Military Leave, Volunteer Service Leave, Annual Leave Incentive, and Vacation. A vertical scroll bar is visible on the right side of the table, with a red box around it and a red arrow pointing to it from the left. A disclaimer at the bottom of the table reads: "**Disclaimer The current balance does not reflect absences that have not been processed."</p> <table border="1"><thead><tr><th>Absence Type</th><th>As Of</th><th>Hours</th></tr></thead><tbody><tr><td>Educational Leave w/ Pay</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Victim of Disaster</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Converted Disability Credits</td><td>07/09/2023</td><td>27.00 Hours</td></tr><tr><td>Donated Leave Rec (Lv Share)</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Bone Marrow/Organ Donations</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Pre-disciplinary leave 2</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Pre-disciplinary leave 1</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Military Leave Disaster</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Military Physical</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Military Leave</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Volunteer Service Leave</td><td>07/09/2023</td><td>16.00 Hours</td></tr><tr><td>Annual Leave Incentive</td><td>07/09/2023</td><td>0.00 Hours</td></tr><tr><td>Vacation</td><td>07/09/2023</td><td>459.00 Hours</td></tr></tbody></table>	Absence Type	As Of	Hours	Educational Leave w/ Pay	07/09/2023	0.00 Hours	Victim of Disaster	07/09/2023	0.00 Hours	Converted Disability Credits	07/09/2023	27.00 Hours	Donated Leave Rec (Lv Share)	07/09/2023	0.00 Hours	Bone Marrow/Organ Donations	07/09/2023	0.00 Hours	Pre-disciplinary leave 2	07/09/2023	0.00 Hours	Pre-disciplinary leave 1	07/09/2023	0.00 Hours	Military Leave Disaster	07/09/2023	0.00 Hours	Military Physical	07/09/2023	0.00 Hours	Military Leave	07/09/2023	0.00 Hours	Volunteer Service Leave	07/09/2023	16.00 Hours	Annual Leave Incentive	07/09/2023	0.00 Hours	Vacation	07/09/2023	459.00 Hours
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Annual Leave Incentive	07/09/2023	0.00 Hours																																									
Vacation	07/09/2023	459.00 Hours																																									

Step	Action
4.	<p>Use the main scroll bar to scroll down to the bottom of the Absence Balances page until the Forecast Balance link is visible.</p> 
5.	<p>Click the Forecast Balance link.</p> 

Step	Action
6.	<p>Use the main scroll bar and scroll down to view the As of Date, Filter by Type, and Absence Name fields under Forecast Balance.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>
7.	<p>To forecast an absence balance, complete the following:</p> <ol style="list-style-type: none"> a. As of Date: Enter or select the date to forecast the balance based on. b. Filter by Type: Use the dropdown menu to select the specific Absence Type to forecast. c. Absence Name: Use the dropdown menu to select the specific Absence Name to forecast. <p>Note: The Current Balance hours and Forecast Balance button display after the Absence Name has been selected.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>

Step	Action		
8.	Click the Forecast Balance button. <div style="border: 1px solid red; padding: 5px; margin: 10px 0; text-align: center;"> Forecast Balance </div>		
<p>The Forecast Details page displays in a pop-up window.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid gray; padding: 5px; text-align: center; background-color: #f0f0f0;"> Forecast Details × </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 5px;"> Vacation 01/10/2023 - 01/09/2024 </td> <td style="text-align: right; padding: 5px;">547.00</td> </tr> </table> </div>		Vacation 01/10/2023 - 01/09/2024	547.00
Vacation 01/10/2023 - 01/09/2024	547.00		
	<p>The forecasted balance displays for the requested Absence Type. This is just an estimated projection based on the absence data in Cardinal at the time of forecasting. Forecasting accounts for saved Absence Events as well as those Absence Events that have been submitted and approved. Review as needed.</p> <p>It is very important to forecast any balances that may be lost and plan accordingly towards the end of the Leave Year.</p>		



Review Leave Year End Guidelines

This section of the Job Aid should be referenced to finalize the period ending January 9 and calculate the annual carryover/forfeiture and new year entitlements effective January 10 each leave year. Absences can still be reported for both the old and new leave years, up to 90 days in the past or future. Forecasting accounts for saved Absence Events as well as those Absence Events that have been submitted and approved.

Balances in Cardinal will be carried forward, forfeited, and entitled for the new leave year based on DHRM policy.

- Classified employees follow DHRM Policy and have a leave year from January 10 to January 9
- Gubernatorial Appointees follow the Executive Leave Plan which runs from January 15 to January 14. See the [Executive Leave Policy](#) for more information

For a full list of the applicable DHRM policies and details click the button below.

[DHRM Leave Policies](#)