



DHRM Leave Policies

Leave balances in Cardinal will be carried forward, forfeited, and entitled for the new leave year based on the following DHRM policies:

[Annual Leave/Vacation \(Policy 4.10\)](#): Remaining balances will be carried over into the new leave year starting January 10, subject to the maximum amounts as defined by the policy.

[Annual Leave Incentive \(Policy 4.10 and 3.05\)](#): Remaining balances will be carried over into the new leave year starting January 10 and do not automatically expire in Cardinal.

[Recognition Leave \(Policy 1.15\)](#): Unused hours automatically expire in Cardinal 12 months from the leave period the balance adjustment was granted in.

Note: Do not enter negative balance adjustments for Org Recognition Leave (ERL) or Service Recognition Leave (SRL) leave types for active employees in Cardinal. This can cause issues with automatic expiration calculations. If unused hours are not expiring correctly, submit a Cardinal help desk ticket by emailing vccc@vita.virginia.gov.

Negative adjustments can still be entered for terminated employees to zero out their balances.

[Compensatory Leave \(Policy 3.10\)](#): Unused hours automatically expire in Cardinal 12 months from the date earned.

[VSDP Personal Leave and VSDP Sick Leave \(Policy 4.57\)](#) and **[Volunteer Service Leave \(Policy 4.40\)](#)**: Remaining balances will automatically be forfeited effective January 10 and balances for the new leave year will automatically be entitled and available for use effective January 10. *Note: Employees on Leave of Absence-Unpaid or Suspension on January 10 will not receive annual entitlements; AM Administrators must manually give the entitlements via balance adjustments in the period the employee returns if applicable.

[Family and Medical Leave \(Policy 4.20\)](#): Effective starting January 10, 2024, remaining FML balances **will** be carried forward. AM Administrators no longer need to enter new FML balance adjustments in the first calendar of the new leave year for employees on an active approved FML leave. This is a change from prior leave years based on the changes to the Family and Medical Leave Policy changes effective January 10, 2023 .

Visit <https://www.dhrm.virginia.gov/hrpolicies> for a full list of HR policies and supporting documentation.