

Manual Leave Adjustments

When manual adjustments are made to an employee's VACL or ERTM balances, adjustments should be made to the **beginning balance** and NOT to the taken amount. An inflated Taken amount would make it appear that the employee had met their minimum usage requirement.

For example when converting ERTM to SKPL, sick pool does not count towards minimum usage so the employee's Begin Balance should be reduced instead of adding to their Taken amount. If an increase to the Taken amount is the appropriate action required it can still be entered.