



DHRM HR Highlights September 2025

Tips for Managing Recognition Leave in Cardinal Absence Management

Cardinal recently issued a communication to Absence Management Administrators and Time & Labor (TL) Administrators at PSB agencies with important reminders about managing Organizational Recognition Leave (ERL) and Service Recognition Leave (SRL) in Cardinal Absence Management.

Key Points:

- ERL and SRL hours are granted through balance adjustments in Cardinal.
- These hours are available for use on the first day of the leave period and expire automatically after 12 months.
- Do not enter negative balance adjustments for ERL or SRL leave types for **active** employees, as this disrupts the automatic expiration process.

For examples and further guidance, refer to the [Managing Recognition Leave Balances in Cardinal Absence Management](#) communication or the [TA374 Managing absence Balances](#) job aid.