

# Monthly Vacation and Sick Leave Accrual Schedule

## *Fiscal Year 2004-2005*

In the Version 8 PeopleSoft Human Resources Information System, monthly employees accrue vacation and sick leave on an hourly basis. The following tables outline the actual leave accrual rate per month in hours for full-time (100%) Classified Civil Service Staff, Unclassified (A&P) Staff, Senior A&P Staff, and 9- and 12-month Faculty.

### Classified Civil Service

	0 to 84 months (0 to 7 years)		85 to 168 months (7+ to 14 years)		169 to 288 months (14+ to 24 years)		289+ months (24+ years)	
	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation
<b>Leave Accrual Factor Rate</b>	<b>(.0577)</b>	<b>(.0385)</b>	<b>(.0577)</b>	<b>(.0577)</b>	<b>(.0577)</b>	<b>(.0770)</b>	<b>(.0577)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>120.0</b>	<b>80.0</b>	<b>120.0</b>	<b>120.0</b>	<b>120.0</b>	<b>160.0</b>	<b>120.0</b>	<b>200.0</b>
July 2004	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
August 2004	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
September 2004	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
October 2004	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
November 2004	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
December 2004	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
January 2005	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
February 2005	9.2	6.5	9.2	9.2	9.2	12.3	9.2	15.3
March 2005	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
April 2005	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
May 2005	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
June 2005	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9

### Unclassified Administrative & Professional (A&P)

	0 to 36 months (0 to 3 years)		37 to 120 months (3+ to 10 years)		121 to 288 months (10+ to 24 years)		289+ months (24+ years)	
	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation
<b>Leave Accrual Factor Rate</b>	<b>(.0577)</b>	<b>(.0462)</b>	<b>(.0577)</b>	<b>(.0577)</b>	<b>(.0577)</b>	<b>(.0847)</b>	<b>(.0577)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>120.0</b>	<b>96.0</b>	<b>120.0</b>	<b>120.0</b>	<b>120.0</b>	<b>176.0</b>	<b>120.0</b>	<b>200.0</b>
July 2004	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
August 2004	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
September 2004	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
October 2004	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
November 2004	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
December 2004	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
January 2005	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
February 2005	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
March 2005	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
April 2005	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
May 2005	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
June 2005	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9

## Monthly Vacation and Sick Leave Accrual Schedule

*Fiscal Year 2004-2005*

### Senior Administrative & Professional (A&P)

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick Leave	Vacation Leave	Sick Leave	Vacation Leave
<b>Leave Accrual Factor Rate</b>	<b>(.0577)</b>	<b>(.0847)</b>	<b>(.0577)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>120.0</b>	<b>176.0</b>	<b>120.0</b>	<b>200.0</b>
<b>July 2004</b>	10.1	14.9	10.1	16.9
<b>August 2004</b>	10.1	14.9	10.1	16.9
<b>September 2004</b>	10.1	14.9	10.1	16.9
<b>October 2004</b>	9.6	14.2	9.6	16.1
<b>November 2004</b>	10.1	14.9	10.1	16.9
<b>December 2004</b>	10.6	15.5	10.6	17.7
<b>January 2005</b>	9.6	14.2	9.6	16.1
<b>February 2005</b>	9.2	13.5	9.2	15.3
<b>March 2005</b>	10.6	15.5	10.6	17.7
<b>April 2005</b>	9.6	14.2	9.6	16.1
<b>May 2005</b>	10.1	14.9	10.1	16.9
<b>June 2005</b>	10.1	14.9	10.1	16.9

### 9/12 month Senior Administrative & Professional

(75% annual FTE or 1560 service hours)

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick Leave	Vacation Leave	Sick Leave	Vacation Leave
<b>Leave Accrual Factor</b>	<b>(.0577)</b>	<b>(.0847)</b>	<b>(.0577)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>90.0</b>	<b>132.0</b>	<b>90.0</b>	<b>150.0</b>
<b>July 2004</b>	7.5	11.1	7.5	12.6
<b>August 2004</b>	7.5	11.1	7.5	12.6
<b>September 2004</b>	7.5	11.1	7.5	12.6
<b>October 2004</b>	7.2	10.6	7.2	12.1
<b>November 2004</b>	7.5	11.1	7.5	12.6
<b>December 2004</b>	7.9	11.6	7.9	13.2
<b>January 2005</b>	7.2	10.6	7.2	12.1
<b>February 2005</b>	6.9	10.1	6.9	11.4
<b>March 2005</b>	7.9	11.6	7.9	13.2
<b>April 2005</b>	7.2	10.6	7.2	12.1
<b>May 2005</b>	7.5	11.1	7.5	12.6
<b>June 2005</b>	7.5	11.1	7.5	12.6

Monthly Vacation and Sick Leave Accrual Schedule  
Fiscal Year 2004-2005

10/12 month Senior Administrative & Professional  
(83% annual FTE or 1727 service hours)

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick Leave (.0580)	Vacation Leave (.0852)	Sick Leave (.0580)	Vacation Leave (.0962)
<b>Leave Accrual Factor</b>				
<b>Annual Leave Accrual</b>	<b>100.0</b>	<b>147.0</b>	<b>100.0</b>	<b>166.0</b>
July 2004	8.4	12.4	8.4	14.0
August 2004	8.4	12.4	8.4	14.0
September 2004	8.4	12.4	8.4	14.0
October 2004	8.0	11.8	8.0	13.4
November 2004	8.4	12.4	8.4	14.0
December 2004	8.8	13.0	8.8	14.6
January 2005	8.0	11.8	8.0	13.4
February 2005	7.7	11.3	7.7	12.7
March 2005	8.8	13.0	8.8	14.6
April 2005	8.0	11.8	8.0	13.4
May 2005	8.4	12.4	8.4	14.0
June 2005	8.4	12.4	8.4	14.0

11/12 month Senior Administrative & Professional  
(92% annual FTE or 1914 service hours)

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick Leave (.0580)	Vacation Leave (.0847)	Sick Leave (.0580)	Vacation Leave (.0962)
<b>Leave Accrual Factor</b>				
<b>Annual Leave Accrual</b>	<b>111.0</b>	<b>162.0</b>	<b>111.0</b>	<b>184.0</b>
July 2004	9.3	13.7	9.3	15.5
August 2004	9.3	13.7	9.3	15.5
September 2004	9.3	13.7	9.3	15.5
October 2004	8.9	13.0	8.9	14.8
November 2004	9.3	13.7	9.3	15.5
December 2004	9.8	14.3	9.8	16.2
January 2005	8.9	13.0	8.9	14.8
February 2005	8.5	12.4	8.5	14.1
March 2005	9.8	14.3	9.8	16.2
April 2005	8.9	13.0	8.9	14.8
May 2005	9.3	13.7	9.3	15.5
June 2005	9.3	13.7	9.3	15.5

## Monthly Vacation and Sick Leave Accrual Schedule

*Fiscal Year 2004-2005*

### 9/12 Month Unclassified A&P (75% Annual FTE Or 1,560 Service Hours)

	0 to 36 months (0 to 3 years)		37 to 120 months (3+ to 10 years)		121 to 288 months (10+ to 24 years)		289+ months (24+ years)	
	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation
<b>Leave Accrual Factor</b>	<b>(.0577)</b>	<b>(.0462)</b>	<b>(.0577)</b>	<b>(.0577)</b>	<b>(.0577)</b>	<b>(.0847)</b>	<b>(.0577)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>90.0</b>	<b>72.0</b>	<b>90.0</b>	<b>90.0</b>	<b>90.0</b>	<b>132.0</b>	<b>90.0</b>	<b>150.0</b>
July 2004	7.5	6.0	7.5	7.5	7.5	11.1	7.5	12.6
August 2004	7.5	6.0	7.5	7.5	7.5	11.1	7.5	12.6
September 2004	7.5	6.0	7.5	7.5	7.5	11.1	7.5	12.6
October 2004	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
November 2004	7.5	6.0	7.5	7.5	7.5	11.1	7.5	12.6
December 2004	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
January 2005	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
February 2005	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.4
March 2005	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
April 2005	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
May 2005	7.5	6.0	7.5	7.5	7.5	11.1	7.5	12.6
June 2005	7.5	6.0	7.5	7.5	7.5	11.1	7.5	12.6

### 10/12 Month Unclassified A&P (83% Annual FTE Or 1,727 Service Hours)

	0 to 36 months (0 to 3 years)		37 to 120 months (3+ to 10 years)		121 to 288 months (10+ to 24 years)		289+ months (24+ years)	
	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation
<b>Leave Accrual Factor</b>	<b>(.0580)</b>	<b>(.0464)</b>	<b>(.0580)</b>	<b>(.0580)</b>	<b>(.0580)</b>	<b>(.0852)</b>	<b>(.0580)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>100.0</b>	<b>80.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>147.0</b>	<b>100.0</b>	<b>166.0</b>
July 2004	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
August 2004	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
September 2004	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
October 2004	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
November 2004	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
December 2004	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
January 2005	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
February 2005	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
March 2005	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
April 2005	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
May 2005	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
June 2005	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0

### 11/12 Month Unclassified A&P (92% Annual FTE Or 1,914 Service Hours)

	0 to 36 months (0 to 3 years)	37 to 120 months (3+ to 10 years)	121 to 288 months (10+ to 24 years)	289+ months (24+ years)
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## Monthly Vacation and Sick Leave Accrual Schedule

*Fiscal Year 2004-2005*

	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation
<b>Leave Accrual Factor</b>	<b>(.0580)</b>	<b>(.0465)</b>	<b>(.0580)</b>	<b>(.0580)</b>	<b>(.0580)</b>	<b>(.0847)</b>	<b>(.0580)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>111.0</b>	<b>89.0</b>	<b>111.0</b>	<b>111.0</b>	<b>111.0</b>	<b>162.0</b>	<b>111.0</b>	<b>184.0</b>
July 2004	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
August 2004	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
September 2004	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
October 2004	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
November 2004	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
December 2004	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
January 2005	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
February 2005	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
March 2005	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
April 2005	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
May 2005	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
June 2005	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5

## 9-Month Faculty

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick Leave	Vacation Leave	Sick Leave	Vacation Leave
<b>Leave Accrual Factor</b>	<b>(.0433)</b>	<b>N/A</b>	<b>(.0433)</b>	<b>N/A</b>
<b>Annual Leave Accrual</b>	<b>90.0</b>	<b>N/A</b>	<b>90.0</b>	<b>N/A</b>
July 2004	7.6	N/A	7.6	N/A
August 2004	7.6	N/A	7.6	N/A
September 2004	7.6	N/A	7.6	N/A
October 2004	7.2	N/A	7.2	N/A
November 2004	7.6	N/A	7.6	N/A
December 2004	7.9	N/A	7.9	N/A
January 2005	7.2	N/A	7.2	N/A
February 2005	6.9	N/A	6.9	N/A
March 2005	7.9	N/A	7.9	N/A
April 2005	7.2	N/A	7.2	N/A
May 2005	7.6	N/A	7.6	N/A
June 2005	7.6	N/A	7.6	N/A

Monthly Vacation and Sick Leave Accrual Schedule  
Fiscal Year 2004-2005

12-Month Faculty

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick Leave (.0577)	Vacation Leave (.0847)	Sick Leave (.0577)	Vacation Leave (.0962)
<b>Leave Accrual Factor</b>	<b>(.0577)</b>	<b>(.0847)</b>	<b>(.0577)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>120.0</b>	<b>176.0</b>	<b>120.0</b>	<b>200.0</b>
July 2004	10.1	14.9	10.1	16.9
August 2004	10.1	14.9	10.1	16.9
September 2004	10.1	14.9	10.1	16.9
October 2004	9.6	14.2	9.6	16.1
November 2004	10.1	14.9	10.1	16.9
December 2004	10.6	15.5	10.6	17.7
January 2005	9.6	14.2	9.6	16.1
February 2005	9.2	13.5	9.2	15.3
March 2005	10.6	15.5	10.6	17.7
April 2005	9.6	14.2	9.6	16.1
May 2005	10.1	14.9	10.1	16.9
June 2005	10.1	14.9	10.1	16.9