

# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2005-2006

In the Version 8 PeopleSoft Human Resources Information System (HRIS), monthly-paid 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 2005	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
August 2005	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
September 2005	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
October 2005	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
November 2005	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
December 2005	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
January 2006	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
February 2006	9.2	6.4	9.2	9.2	9.2	12.2	9.2	15.1
March 2006	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
April 2006	9.3	6.3	9.3	9.3	9.3	12.2	9.3	15.1
May 2006	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
June 2006	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 2005	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
August 2005	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
September 2005	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
October 2005	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
November 2005	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
December 2005	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
January 2006	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
February 2006	9.2	7.3	9.2	9.2	9.2	13.3	9.2	15.1
March 2006	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
April 2006	9.3	7.3	9.3	9.3	9.3	13.3	9.3	15.1
May 2006	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
June 2006	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9

All accrual rates truncated to one decimal place on charts, pay documents, and reports. Actual rates are calculated with six decimal places in HRIS.

# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2005-2006

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## 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>
July 2005	9.6	14.2	9.6	16.1
August 2005	10.6	15.5	10.6	17.7
September 2005	10.1	14.9	10.1	16.9
October 2005	9.6	14.2	9.6	16.1
November 2005	10.1	14.9	10.1	16.9
December 2005	10.1	14.9	10.1	16.9
January 2006	10.1	14.9	10.1	16.9
February 2006	9.2	13.3	9.2	15.1
March 2006	10.6	15.5	10.6	17.7
April 2006	9.3	13.3	9.3	15.1
May 2006	10.6	15.5	10.6	17.7
June 2006	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>
July 2005	7.1	10.6	7.1	12.0
August 2005	8.0	11.6	8.0	13.3
September 2005	7.6	11.2	7.6	12.7
October 2005	7.1	10.6	7.1	12.0
November 2005	7.6	11.2	7.6	12.7
December 2005	7.6	11.2	7.6	12.7
January 2006	7.6	11.2	7.6	12.7
February 2006	6.9	10.0	6.9	11.3
March 2006	8.0	11.6	8.0	13.3
April 2006	6.9	10.0	6.9	11.3
May 2006	8.0	11.6	8.0	13.3
June 2006	7.6	11.2	7.6	12.7

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# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2005-2006

In the Version 8 PeopleSoft Human Resources Information System (HRIS), monthly-paid 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.

## 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	Vacation Leave	Sick Leave	Vacation Leave
<b>Leave Accrual Factor</b>	<b>(.0580)</b>	<b>(.0852)</b>	<b>(.0580)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>100.0</b>	<b>147.0</b>	<b>100.0</b>	<b>166.0</b>
July 2005	7.9	11.8	7.9	13.4
August 2005	8.9	13.0	8.9	14.7
September 2005	8.5	12.4	8.5	14.0
October 2005	7.9	11.8	7.9	13.4
November 2005	8.5	12.4	8.5	14.0
December 2005	8.5	12.4	8.5	14.0
January 2006	8.5	12.4	8.5	14.0
February 2006	7.5	11.2	7.5	12.5
March 2006	8.9	13.0	8.9	14.7
April 2006	7.5	11.2	7.5	12.5
May 2006	8.9	13.0	8.9	14.7
June 2006	8.5	12.4	8.5	14.1

## 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	Vacation Leave	Sick Leave	Vacation Leave
<b>Leave Accrual Factor</b>	<b>(.0580)</b>	<b>(.0847)</b>	<b>(.0580)</b>	<b>(.0962)</b>
<b>Annual Leave Accrual</b>	<b>111.0</b>	<b>162.0</b>	<b>111.0</b>	<b>184.0</b>
July 2005	8.9	13.1	8.9	14.9
August 2005	9.8	14.3	9.8	16.3
September 2005	9.4	13.7	9.4	15.5
October 2005	8.9	13.1	8.9	14.9
November 2005	9.4	13.7	9.4	15.5
December 2005	9.4	13.7	9.4	15.5
January 2006	9.4	13.7	9.4	15.5
February 2006	8.4	12.2	8.4	13.9
March 2006	9.8	14.3	9.8	16.3
April 2006	8.4	12.2	8.4	13.9
May 2006	9.8	14.3	9.8	16.3
June 2006	9.4	13.7	9.4	15.5

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# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2005-2006

In the Version 8 PeopleSoft Human Resources Information System (HRIS), monthly-paid 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.

## 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 2005	7.1	5.8	7.1	7.1	7.1	10.6	7.1	12.0
August 2005	8.0	6.3	8.0	8.0	8.0	11.6	8.0	13.3
September 2005	7.6	6.1	7.6	7.6	7.6	11.2	7.6	12.7
October 2005	7.1	5.8	7.1	7.1	7.1	10.6	7.1	12.0
November 2005	7.6	6.1	7.6	7.6	7.6	11.2	7.6	12.7
December 2005	7.6	6.1	7.6	7.6	7.6	11.2	7.6	12.7
January 2006	7.6	6.1	7.6	7.6	7.6	11.2	7.6	12.7
February 2006	6.9	5.5	6.9	6.9	6.9	10.0	6.9	11.3
March 2006	8.0	6.3	8.0	8.0	8.0	11.6	8.0	13.3
April 2006	6.9	5.5	6.9	6.9	6.9	10.0	6.9	11.3
May 2006	8.0	6.3	8.0	8.0	8.0	11.6	8.0	13.3
June 2006	7.6	6.1	7.6	7.6	7.6	11.2	7.6	12.7

## 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 2005	7.9	6.4	7.9	7.9	7.9	11.8	7.9	13.4
August 2005	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.7
September 2005	8.5	6.7	8.5	8.5	8.5	12.4	8.5	14.0
October 2005	7.9	6.4	7.9	7.9	7.9	11.8	7.9	13.4
November 2005	8.5	6.7	8.5	8.5	8.5	12.4	8.5	14.0
December 2005	8.5	6.7	8.5	8.5	8.5	12.4	8.5	14.0
January 2006	8.5	6.7	8.5	8.5	8.5	12.4	8.5	14.0
February 2006	7.5	6.2	7.5	7.5	7.5	11.2	7.5	12.5
March 2006	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.7
April 2006	7.5	6.2	7.5	7.5	7.5	11.2	7.5	12.5
May 2006	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.7
June 2006	8.5	6.7	8.5	8.5	8.5	12.4	8.5	14.1

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Fiscal Year 2005-2006

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## 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)	
	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 2005	8.9	7.1	8.9	8.9	8.9	13.1	8.9	14.9
August 2005	9.8	7.9	9.8	9.8	9.8	14.3	9.8	16.3
September 2005	9.4	7.5	9.4	9.4	9.4	13.7	9.4	15.5
October 2005	8.9	7.1	8.9	8.9	8.9	13.1	8.9	14.9
November 2005	9.4	7.5	9.4	9.4	9.4	13.7	9.4	15.5
December 2005	9.4	7.5	9.4	9.4	9.4	13.7	9.4	15.5
January 2006	9.4	7.5	9.4	9.4	9.4	13.7	9.4	15.5
February 2006	8.4	6.8	8.4	8.4	8.4	12.2	8.4	13.9
March 2006	9.8	7.9	9.8	9.8	9.8	14.3	9.8	16.3
April 2006	8.4	6.8	8.4	8.4	8.4	12.2	8.4	13.9
May 2006	9.8	7.9	9.8	9.8	9.8	14.3	9.8	16.3
June 2006	9.4	7.5	9.4	9.4	9.4	13.7	9.4	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 2005	7.2		7.2	
August 2005	8.0		8.0	
September 2005	7.6		7.6	
October 2005	7.2		7.2	
November 2005	7.6		7.6	
December 2005	7.6		7.6	
January 2006	7.6		7.6	
February 2006	6.8		6.8	
March 2006	8.0		8.0	
April 2006	6.8		6.8	
May 2006	8.0		8.0	
June 2006	7.6		7.6	

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*Fiscal Year 2005-2006*

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## 12-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>(.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 2005	9.6	14.2	9.6	16.1
August 2005	10.6	15.5	10.6	17.7
September 2005	10.1	14.9	10.1	16.9
October 2005	9.6	14.2	9.6	16.1
November 2005	10.1	14.9	10.1	16.9
December 2005	10.1	14.9	10.1	16.9
January 2006	10.1	14.9	10.1	16.9
February 2006	9.2	13.3	9.2	15.1
March 2006	10.6	15.5	10.6	17.7
April 2006	9.3	13.3	9.3	15.1
May 2006	10.6	15.5	10.6	17.7
June 2006	10.1	14.9	10.1	16.9

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