

# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2006-2007

In the 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 2006	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
August 2006	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
September 2006	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
October 2006	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
November 2006	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
December 2006	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
January 2007	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
February 2007	9.2	6.4	9.2	9.2	9.2	12.2	9.2	15.1
March 2007	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
April 2007	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
May 2007	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
June 2007	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1

## 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 2006	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
August 2006	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
September 2006	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
October 2006	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
November 2006	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
December 2006	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
January 2007	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
February 2007	9.2	7.3	9.2	9.2	9.2	13.3	9.2	15.1
March 2007	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
April 2007	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
May 2007	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
June 2007	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1

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 2006-2007

In the 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.

## 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 2006	9.6	14.2	9.6	16.1
August 2006	10.6	15.5	10.6	17.7
September 2006	9.6	14.2	9.6	16.1
October 2006	10.1	14.9	10.1	16.9
November 2006	10.1	14.9	10.1	16.9
December 2006	9.6	14.2	9.6	16.1
January 2007	10.6	15.5	10.6	17.7
February 2007	9.2	13.5	9.2	15.3
March 2007	10.1	14.9	10.1	16.9
April 2007	9.6	14.2	9.6	16.1
May 2007	10.6	15.5	10.6	17.7
June 2007	9.6	14.2	9.6	16.1

## 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 2006	7.2	10.6	7.2	12.1
August 2006	7.9	11.6	7.9	13.2
September 2006	7.2	10.6	7.2	12.1
October 2006	7.6	11.1	7.6	12.6
November 2006	7.6	11.1	7.6	12.6
December 2006	7.2	10.6	7.2	12.1
January 2007	7.9	11.6	7.9	13.2
February 2007	6.9	10.1	6.9	11.5
March 2007	7.6	11.1	7.6	12.6
April 2007	7.2	10.6	7.2	12.1
May 2007	7.9	11.6	7.9	13.2
June 2007	7.2	10.6	7.2	12.1

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 2006-2007*

In the 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 2006	8.0	11.8	8.0	13.4
August 2006	8.8	13.0	8.8	14.6
September 2006	8.0	11.8	8.0	13.4
October 2006	8.4	12.4	8.4	14.0
November 2006	8.4	12.4	8.4	14.0
December 2006	8.0	11.8	8.0	13.4
January 2007	8.8	13.0	8.8	14.6
February 2007	7.7	11.3	7.7	9.5
March 2007	8.4	12.4	8.4	14.0
April 2007	8.0	11.8	8.0	13.4
May 2007	8.8	13.0	8.8	14.6
June 2007	8.0	11.8	8.0	13.4

## 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 2006	8.9	13.0	8.9	14.8
August 2006	9.8	14.3	9.8	16.2
September 2006	8.9	13.0	8.9	14.8
October 2006	9.3	13.7	9.3	15.5
November 2006	9.3	13.7	9.3	15.5
December 2006	8.9	13.0	8.9	14.8
January 2007	9.8	14.3	9.8	16.2
February 2007	8.5	12.4	8.5	14.1
March 2007	9.3	13.7	9.3	15.5
April 2007	8.9	13.0	8.9	14.8
May 2007	9.8	14.3	9.8	16.2
June 2007	8.9	13.0	8.9	14.8

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 2006-2007

In the 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 2006	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
August 2006	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
September 2006	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
October 2006	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
November 2006	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
December 2006	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
January 2007	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
February 2007	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
March 2007	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
April 2007	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
May 2007	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
June 2007	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1

## 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 2006	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
August 2006	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
September 2006	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
October 2006	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
November 2006	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
December 2006	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
January 2007	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
February 2007	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
March 2007	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
April 2007	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
May 2007	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
June 2007	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4

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# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2006-2007

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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 2006	8.9	7.2	8.9	8.9	8.9	13.0	8.9	14.8
August 2006	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
September 2006	8.9	7.2	8.9	8.9	8.9	13.0	8.9	14.8
October 2006	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
November 2006	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
December 2006	8.9	7.2	8.9	8.9	8.9	13.0	8.9	14.8
January 2007	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
February 2007	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
March 2007	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
April 2007	8.9	7.2	8.9	8.9	8.9	13.0	8.9	14.8
May 2007	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
June 2007	8.9	7.2	8.9	8.9	8.9	13.0	8.9	14.8

## 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 2006	5.4		5.4	
August 2006	5.9		5.9	
September 2006	5.4		5.4	
October 2006	5.7		5.7	
November 2006	5.7		5.7	
December 2006	5.4		5.4	
January 2007	5.9		5.9	
February 2007	5.1		5.1	
March 2007	5.7		5.7	
April 2007	5.4		5.4	
May 2007	5.9		5.9	
June 2007	5.4		5.4	

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*Fiscal Year 2006-2007*

In the 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.

## 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 2006	9.6	14.2	9.6	16.1
August 2006	10.6	15.5	10.6	17.7
September 2006	9.6	14.2	9.6	16.1
October 2006	10.1	14.9	10.1	16.9
November 2006	10.1	14.9	10.1	16.9
December 2006	9.6	14.2	9.6	16.1
January 2007	10.6	15.5	10.6	17.7
February 2007	9.2	13.5	9.2	15.3
March 2007	10.1	14.9	10.1	16.9
April 2007	9.6	14.2	9.6	16.1
May 2007	10.6	15.5	10.6	17.7
June 2007	9.6	14.2	9.6	16.1

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