

# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2007-2008

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 2007	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
August 2007	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
September 2007	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
October 2007	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
November 2007	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
December 2007	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
January 2008	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
February 2008	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
March 2008	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
April 2008	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
May 2008	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
June 2008	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 2007	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
August 2007	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
September 2007	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
October 2007	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
November 2007	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
December 2007	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
January 2008	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
February 2008	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
March 2008	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
April 2008	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
May 2008	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
June 2008	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 2007-2008

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 2007	10.1	14.9	10.1	16.9
August 2007	10.6	15.5	10.6	17.7
September 2007	9.2	13.5	9.2	15.3
October 2007	10.6	15.5	10.6	17.7
November 2007	10.1	14.9	10.1	16.9
December 2007	9.6	14.2	9.6	16.1
January 2008	10.6	15.5	10.6	17.7
February 2008	9.6	14.2	9.6	16.1
March 2008	9.6	14.2	9.6	16.1
April 2008	10.1	14.9	10.1	16.9
May 2008	10.1	14.9	10.1	16.9
June 2008	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 2007	7.6	11.1	7.6	12.6
August 2007	7.9	11.6	7.9	13.2
September 2007	6.9	10.1	6.9	11.5
October 2007	7.9	11.6	7.9	13.2
November 2007	7.6	11.1	7.6	12.6
December 2007	7.2	10.6	7.2	12.1
January 2008	7.9	11.6	7.9	13.2
February 2008	7.2	10.6	7.2	12.1
March 2008	7.2	10.6	7.2	12.1
April 2008	7.6	11.1	7.6	12.6
May 2008	7.6	11.1	7.6	12.6
June 2008	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 2007-2008

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 2007	8.4	12.4	8.4	14.0
August 2007	8.8	12.9	8.8	14.6
September 2007	7.6	11.2	7.6	12.6
October 2007	8.8	12.9	8.8	14.6
November 2007	8.4	12.4	8.4	14.0
December 2007	8.0	11.8	8.0	13.3
January 2008	8.8	12.9	8.8	14.6
February 2008	8.0	11.8	8.0	13.3
March 2008	8.0	11.8	8.0	13.3
April 2008	8.4	12.4	8.4	14.0
May 2008	8.4	12.4	8.4	14.0
June 2008	8.0	11.8	8.0	13.3

## 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 2007	9.3	13.6	9.3	15.4
August 2007	9.8	14.3	9.8	16.2
September 20067	8.5	12.4	8.5	14.1
October 2007	9.8	14.3	9.8	16.2
November 2007	9.3	13.6	9.3	15.4
December 2007	8.9	13.0	8.9	14.8
January 2008	9.8	14.3	9.8	16.2
February 2008	8.9	13.1	8.9	14.8
March 2008	8.9	13.1	8.9	14.8
April 2008	9.3	13.6	9.3	15.4
May 2008	9.3	13.6	9.3	15.4
June 2008	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 2007-2008

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 2007	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
August 2007	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
September 2007	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
October 2007	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
November 2007	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
December 2007	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
January 2008	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
February 2008	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
March 2008	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
April 2008	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
May 2008	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
June 2008	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 2007	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
August 2007	8.8	7.0	8.8	8.8	8.8	12.9	8.8	14.6
September 2007	7.6	6.1	7.6	7.6	7.6	11.2	7.6	12.6
October 2007	8.8	7.0	8.8	8.8	8.8	12.9	8.8	14.6
November 2007	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
December 2007	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.3
January 2008	8.8	7.0	8.8	8.8	8.8	12.9	8.8	14.6
February 2008	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.3
March 2008	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.3
April 2008	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
May 2008	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
June 2008	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.3

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Fiscal Year 2007-2008

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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 2007	9.3	7.4	9.3	9.3	9.3	13.6	9.3	15.4
August 2007	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
September 2007	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
October 2007	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
November 2007	9.3	7.4	9.3	9.3	9.3	13.6	9.3	15.4
December 2007	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
January 2008	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
February 2008	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
March 2008	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
April 2008	9.3	7.4	9.3	9.3	9.3	13.6	9.3	15.4
May 2008	9.3	7.4	9.3	9.3	9.3	13.6	9.3	15.4
June 2008	8.9	7.1	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 2007	7.6		7.6	
August 2007	7.9		7.9	
September 2007	6.9		6.9	
October 2007	7.9		7.9	
November 2007	7.6		7.6	
December 2007	7.2		7.2	
January 2008	7.9		7.9	
February 2008	7.2		7.2	
March 2008	7.2		7.2	
April 2008	7.6		7.6	
May 2008	7.6		7.6	
June 2008	7.2		7.2	

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*Fiscal Year 2007-2008*

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 2007	10.1	14.9	10.1	16.9
August 2007	10.6	15.5	10.6	17.7
September 2007	9.2	13.5	9.2	15.3
October 2007	10.6	15.5	10.6	17.7
November 2007	10.1	14.9	10.1	16.9
December 2007	9.6	14.2	9.6	16.1
January 2008	10.6	15.5	10.6	17.7
February 2008	9.6	14.2	9.6	16.1
March 2008	9.6	14.2	9.6	16.1
April 2008	10.1	14.9	10.1	16.9
May 2008	10.1	14.9	10.1	16.9
June 2008	9.6	14.2	9.6	16.1

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