

Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2008-2009

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
Leave Accrual Factor Rate	(.0577)	(.0385)	(.0577)	(.0577)	(.0577)	(.0770)	(.0577)	(.0962)
Annual Leave Accrual	120.0	80.0	120.0	120.0	120.0	160.0	120.0	200.0
July 2008	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
August 2008	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
September 2008	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
October 2008	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
November 2008	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
December 2008	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
January 2009	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
February 2009	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
March 2009	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
April 2009	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
May 2009	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
June 2009	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
Leave Accrual Factor Rate	(.0577)	(.0462)	(.0577)	(.0577)	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	120.0	96.0	120.0	120.0	120.0	176.0	120.0	200.0
July 2008	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
August 2008	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
September 2008	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
October 2008	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
November 2008	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
December 2008	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
January 2009	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
February 2009	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
March 2009	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
April 2009	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
May 2009	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
June 2009	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 2008-2009

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
Leave Accrual Factor Rate	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	120.0	176.0	120.0	200.0
July 2008	10.6	15.5	10.6	17.7
August 2008	9.6	14.2	9.6	16.1
September 2008	10.1	14.9	10.1	16.9
October 2008	10.6	15.5	10.6	17.7
November 2008	9.2	13.5	9.2	15.3
December 2008	10.6	15.5	10.6	17.7
January 2009	10.1	14.9	10.1	16.9
February 2009	9.2	13.5	9.2	15.3
March 2009	10.1	14.9	10.1	16.9
April 2009	10.1	14.9	10.1	16.9
May 2009	9.6	14.2	9.6	16.1
June 2009	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
Leave Accrual Factor	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	90.0	132.0	90.0	150.0
July 2008	7.9	11.6	7.9	13.2
August 2008	7.2	10.6	7.2	12.1
September 2008	7.6	11.1	7.6	12.6
October 2008	7.9	11.6	7.9	13.2
November 2008	6.9	10.1	6.9	11.5
December 2008	7.9	11.6	7.9	13.2
January 2009	7.6	11.1	7.6	12.6
February 2009	6.9	10.1	6.9	11.5
March 2009	7.6	11.1	7.6	12.6
April 2009	7.6	11.1	7.6	12.6
May 2009	7.2	10.6	7.2	12.1
June 2009	7.6	11.1	7.6	12.6

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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
Leave Accrual Factor	(.0580)	(.0852)	(.0580)	(.0962)
Annual Leave Accrual	100.0	147.0	100.0	166.0
July 2008	8.8	13.0	8.8	14.6
August 2008	8.0	11.8	8.0	13.4
September 2008	8.4	12.4	8.4	14.0
October 2008	8.8	13.0	8.8	14.6
November 2008	7.7	11.3	7.7	12.7
December 2008	8.8	13.0	8.8	14.6
January 2009	8.4	12.4	8.4	14.0
February 2009	7.7	11.3	7.7	12.7
March 2009	8.4	12.4	8.4	14.0
April 2009	8.4	12.4	8.4	14.0
May 2009	8.0	11.8	8.0	13.4
June 2009	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	Vacation Leave	Sick Leave	Vacation Leave
Leave Accrual Factor	(.0580)	(.0847)	(.0580)	(.0962)
Annual Leave Accrual	111.0	162.0	111.0	184.0
July 2008	9.8	14.3	9.3	16.2
August 2008	8.9	13.0	8.9	14.8
September 2008	9.3	13.7	9.3	15.5
October 2008	9.8	14.3	9.8	16.2
November 2008	8.5	12.4	8.5	14.1
December 2008	9.8	14.3	9.8	16.2
January 2009	9.3	13.7	9.3	15.5
February 2009	8.5	12.4	8.5	14.1
March 2009	9.3	13.7	9.3	15.5
April 2009	9.3	13.7	9.3	15.5
May 2009	8.9	13.0	8.9	14.8
June 2009	9.3	13.7	9.3	15.5

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Fiscal Year 2008-2009

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
Leave Accrual Factor	(.0577)	(.0462)	(.0577)	(.0577)	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	90.0	72.0	90.0	90.0	90.0	132.0	90.0	150.0
July 2008	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
August 2008	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
September 2008	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
October 2008	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
November 2008	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
December 2008	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
January 2009	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
February 2009	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
March 2009	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
April 2009	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
May 2009	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
June 2009	7.6	6.0	7.6	7.6	7.6	11.1	7.6	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
Leave Accrual Factor	(.0580)	(.0464)	(.0580)	(.0580)	(.0580)	(.0852)	(.0580)	(.0962)
Annual Leave Accrual	100.0	80.0	100.0	100.0	100.0	147.0	100.0	166.0
July 2008	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
August 2008	8.0	6.4	8.0	8.0	8.0	11.8	8.0	12.1
September 2008	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
October 2008	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
November 2008	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
December 2008	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
January 2009	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
February 2009	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
March 2009	8.4	6.7	8.7	8.7	8.7	12.4	8.4	14.0
April 2009	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
May 2009	8.0	6.4	8.0	8.0	8.0	11.8	8.0	12.1
June 2009	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0

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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
Leave Accrual Factor	(.0580)	(.0465)	(.0580)	(.0580)	(.0580)	(.0847)	(.0580)	(.0962)
Annual Leave Accrual	111.0	89.0	111.0	111.0	111.0	162.0	111.0	184.0
July 2008	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
August 2008	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
September 2008	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
October 2008	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
November 2008	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
December 2008	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
January 2009	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
February 2009	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
March 2009	9.3	7.8	9.3	9.3	9.3	13.7	9.3	15.5
April 2009	9.3	7.8	9.3	9.3	9.3	13.7	9.3	15.5
May 2009	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
June 2009	9.3	7.8	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
Leave Accrual Factor	(.0433)	N/A	(.0433)	N/A
Annual Leave Accrual	90.0	N/A	90.0	N/A
July 2008	7.9		7.9	
August 2008	7.2		7.2	
September 2008	7.6		7.6	
October 2008	7.9		7.9	
November 2008	6.9		6.9	
December 2008	7.9		7.9	
January 2009	7.6		7.6	
February 2009	6.9		6.9	
March 2009	7.6		7.6	
April 2009	7.6		7.6	
May 2009	7.2		7.2	
June 2009	7.6		7.6	

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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
Leave Accrual Factor	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	120.0	176.0	120.0	200.0
July 2008	10.6	15.5	10.6	17.7
August 2008	9.6	14.2	9.6	16.1
September 2008	10.1	14.9	10.1	16.9
October 2008	10.6	15.5	10.6	17.7
November 2008	9.2	13.5	9.2	15.3
December 2008	10.6	15.5	10.6	17.2
January 2009	10.1	14.9	10.1	16.9
February 2009	9.2	13.5	9.2	15.3
March 2009	10.1	14.9	10.1	16.9
April 2009	10.1	14.9	10.1	16.9
May 2009	9.6	14.2	9.6	16.1
June 2009	10.1	14.9	10.1	16.9

12-Month Auxiliary Faculty

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick Leave	Vacation Leave	Sick Leave	Vacation Leave
Leave Accrual Factor	(.0577)	(.0385)	(.0577)	(.0385)
Annual Leave Accrual	120.0	80.0	120.0	80.0
July 2008	10.6	7.0	10.6	7.0
August 2008	9.6	6.4	9.6	6.4
September 2008	10.1	6.7	10.1	6.7
October 2008	10.6	7.0	10.6	7.0
November 2008	9.2	6.1	9.2	6.1
December 2008	10.6	7.0	10.6	7.0
January 2009	10.1	6.7	10.1	6.7
February 2009	9.2	6.1	9.2	6.1
March 2009	10.1	6.7	10.1	6.7
April 2009	10.1	6.7	10.1	6.7
May 2009	9.6	6.4	9.6	6.4
June 2009	10.1	6.7	10.1	6.7

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