

# Biweekly Vacation and Sick Leave Accrual Schedule

*Fiscal Year 2016-2017 (Pay periods beginning June 12, 2016, ending June 10, 2017)*

In the Human Resources Information System (HRIS), biweekly employees accrue vacation and sick leave on an hourly basis. The following tables outline the actual leave accrual in hours per biweekly pay period for Classified Civil Service and Unclassified (A&P) staff.

## 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>Regular (100% Annual FTE)</b>								
Leave Accrual Factor	(.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
Accrual per Pay Period	4.6	3.0	4.6	4.6	4.6	6.1	4.6	7.6
<b>40/52 Weeks (77% Annual FTE or 1602 Service Hours)</b>								
Leave Accrual Factor	(.0581)	(.0388)	(.0581)	(.0581)	(.0581)	(.0775)	(.0581)	(.0962)
Annual Leave Accrual	93.0	62.0	93.0	93.0	93.0	124.0	93.0	154.0
Accrual per Pay Period	3.5	2.3	3.5	3.5	3.5	4.7	3.5	5.9

## Unclassified Administrative and 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>Regular (100% Annual FTE)</b>								
Leave Accrual Factor	(.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
Accrual per Pay Period	4.6	3.6	4.6	4.6	4.6	6.7	4.6	7.6
<b>40/52 Weeks (77% Annual FTE or 1602 Service Hours)</b>								
Leave Accrual Factor	(.0581)	(.0462)	(.0581)	(.0581)	(.0581)	(.0849)	(.0581)	(.0962)
Annual Leave Accrual	93.0	74.0	93.0	93.0	93.0	136.0	93.0	154.0
Accrual per Pay Period	3.5	2.8	3.5	3.5	3.5	5.2	3.5	5.9

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