

# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2009-2010

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 2009	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
August 2009	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
September 2009	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
October 2009	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
November 2009	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
December 2009	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
January 2010	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
February 2010	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
March 2010	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
April 2010	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
May 2010	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
June 2010	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 2009	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
August 2009	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
September 2009	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
October 2009	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
November 2009	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
December 2009	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
January 2010	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
February 2010	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
March 2010	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
April 2010	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
May 2010	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
June 2010	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 2009-2010

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 2009	10.6	15.5	10.6	17.7
August 2009	9.6	14.2	9.6	16.1
September 2009	10.1	14.9	10.1	16.9
October 2009	10.1	14.9	10.1	16.9
November 2009	9.6	14.2	9.6	16.1
December 2009	10.6	15.5	10.6	17.7
January 2010	9.6	14.2	9.6	16.1
February 2010	9.2	13.5	9.2	15.3
March 2010	10.6	15.5	10.6	17.7
April 2010	10.1	14.9	10.1	16.9
May 2010	9.6	14.2	9.6	16.1
June 2010	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 2009	7.9	11.6	7.9	13.2
August 2009	7.2	10.6	7.2	12.1
September 2009	7.6	11.1	7.6	12.6
October 2009	7.6	11.1	7.6	12.6
November 2009	7.2	10.6	7.2	12.1
December 2009	7.9	11.6	7.9	13.2
January 2010	7.2	10.6	7.2	12.1
February 2010	6.9	10.1	6.9	11.5
March 2010	7.9	11.6	7.9	13.2
April 2010	7.6	11.1	7.6	12.6
May 2010	7.2	10.6	7.2	12.1
June 2010	7.6	11.1	7.6	12.6

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 2009-2010

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 2009	8.8	13.0	8.8	14.6
August 2009	8.0	11.8	8.0	13.4
September 2009	8.4	12.4	8.4	14.0
October 2009	8.4	12.4	8.4	14.0
November 2009	8.0	11.8	8.0	13.4
December 2009	8.8	13.0	8.8	14.6
January 2010	8.0	11.8	8.0	13.4
February 2010	7.7	11.3	7.7	12.7
March 2010	8.8	13.0	8.8	14.6
April 2010	8.4	12.4	8.4	14.0
May 2010	8.0	11.8	8.0	13.4
June 2010	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
<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 2009	9.8	14.3	9.8	16.2
August 2009	8.9	13.0	8.9	14.8
September 2009	9.3	13.7	9.3	15.5
October 2009	9.3	13.7	9.3	15.5
November 2009	8.9	13.0	8.9	14.8
December 2009	9.8	14.3	9.8	16.2
January 2010	8.9	13.0	8.9	14.8
February 2010	8.5	12.4	8.5	14.1
March 2010	9.8	14.3	9.8	16.2
April 2010	9.3	13.7	9.3	15.5
May 2010	8.9	13.0	8.9	14.8
June 2010	9.3	13.7	9.3	15.5

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 2009-2010

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 2009	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
August 2009	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
September 2009	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
October 2009	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
November 2009	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
December 2009	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
January 2010	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
February 2010	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
March 2010	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
April 2010	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
May 2010	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
June 2010	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
<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 2009	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
August 2009	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
September 2009	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
October 2009	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
November 2009	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
December 2009	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
January 2010	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
February 2010	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
March 2010	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
April 2010	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
May 2010	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
June 2010	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0

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Fiscal Year 2009-2010

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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 2009	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
August 2009	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
September 2009	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
October 2009	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
November 2009	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
December 2009	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
January 2010	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
February 2010	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
March 2010	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
April 2010	9.3	7.8	9.3	9.3	9.3	13.7	9.3	15.5
May 2010	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
June 2010	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
<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 2009	7.9		7.9	
August 2009	7.2		7.2	
September 2009	7.6		7.6	
October 2009	7.6		7.6	
November 2009	7.2		7.2	
December 2009	7.9		7.9	
January 2010	7.2		7.2	
February 2010	6.9		6.9	
March 2010	7.9		7.9	
April 2010	7.6		7.6	
May 2010	7.2		7.2	
June 2010	7.6		7.6	

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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 2009	10.6	15.5	10.6	17.7
August 2009	9.6	14.2	9.6	16.1
September 2009	10.1	14.9	10.1	16.9
October 2009	10.1	14.9	10.1	16.9
November 2009	9.6	14.2	9.6	16.1
December 2009	10.6	15.5	10.6	17.2
January 2010	9.6	14.2	9.6	16.1
February 2010	9.2	13.5	9.2	15.3
March 2010	10.6	15.5	10.6	17.7
April 2010	10.1	14.9	10.1	16.9
May 2010	9.6	14.2	9.6	16.1
June 2010	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
<b>Leave Accrual Factor</b>	<b>(.0577)</b>	<b>(.0385)</b>	<b>(.0577)</b>	<b>(.0385)</b>
<b>Annual Leave Accrual</b>	<b>120.0</b>	<b>80.0</b>	<b>120.0</b>	<b>80.0</b>
July 2009	10.6	7.0	10.6	7.0
August 2009	9.6	6.4	9.6	6.4
September 2009	10.1	6.7	10.1	6.7
October 2009	10.1	6.7	10.1	6.7
November 2009	9.6	6.4	9.6	6.4
December 2009	10.6	7.0	10.6	7.0
January 2010	9.6	6.4	9.6	6.4
February 2010	9.2	6.1	9.2	6.1
March 2010	10.6	7.0	10.6	7.0
April 2010	10.1	6.7	10.1	6.7
May 2010	9.6	6.4	9.6	6.4
June 2010	10.1	6.7	10.1	6.7

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