

Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2012-2013

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 2012	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
August 2012	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
September 2012	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
October 2012	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
November 2012	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
December 2012	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
January 2013	10.6	7.0	10.6	10.6	10.6	13.5	10.6	17.7
February 2013	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
March 2013	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
April 2013	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
May 2013	10.6	7.0	10.6	10.6	10.6	13.5	10.6	17.7
June 2013	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3

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 2012	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
August 2012	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
September 2012	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
October 2012	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
November 2012	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
December 2012	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
January 2013	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
February 2013	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
March 2013	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
April 2013	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
May 2013	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
June 2013	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3

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 2012-2013

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.

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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 2011	10.1	14.9	10.1	16.9
August 2011	10.6	15.5	10.6	17.7
September 2011	9.2	13.5	9.2	15.3
October 2011	10.6	15.5	10.6	17.7
November 2011	10.1	14.9	10.1	16.9
December 2010	9.6	14.2	9.6	16.1
January 2012	10.6	15.5	10.6	17.7
February 2012	9.2	13.5	9.2	15.3
March 2012	9.6	14.2	9.6	16.1
April 2012	10.1	14.9	10.1	16.9
May 2012	10.6	15.5	10.6	17.7
June 2012	9.2	13.5	9.2	15.3

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 2011	7.6	11.1	7.6	12.6
August 2011	7.9	11.6	7.9	13.2
September 2011	6.9	10.1	6.9	11.5
October 2011	7.9	11.6	7.9	13.2
November 2011	7.6	11.1	7.6	12.6
December 2010	7.2	10.6	7.2	12.1
January 2012	7.9	11.6	7.9	13.2
February 2012	6.9	10.1	6.9	11.5
March 2012	7.2	10.6	7.2	12.1
April 2012	7.6	11.1	7.6	12.6
May 2012	7.9	11.6	7.9	13.2
June 2012	6.9	10.1	6.9	11.5

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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 2011	8.4	12.4	8.4	14.0
August 2011	8.8	13.0	8.8	14.6
September 2011	7.7	11.3	7.7	12.7
October 2011	8.8	13.0	8.8	14.6
November 2011	8.4	12.4	8.4	14.0
December 2010	8.0	11.8	8.0	13.4
January 2012	8.8	13.0	8.8	14.6
February 2012	7.7	11.3	7.7	12.7
March 2012	8.0	11.8	8.0	13.4
April 2012	8.4	12.4	8.4	14.0
May 2012	8.8	13.0	8.8	14.6
June 2012	7.7	11.3	7.7	12.7

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 2011	9.3	13.7	9.3	15.5
August 2011	9.8	14.3	9.8	16.2
September 2011	8.5	12.4	8.5	14.1
October 2011	9.8	14.3	9.8	16.2
November 2011	9.3	13.7	9.3	15.5
December 2010	8.9	13.0	8.9	14.8
January 2012	9.8	14.3	9.8	16.2
February 2012	8.5	12.4	8.5	14.1
March 2012	8.9	13.0	8.9	14.8
April 2012	9.3	13.7	9.3	15.5
May 2012	9.8	14.3	9.8	16.2
June 2012	8.5	12.4	8.5	14.1

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Fiscal Year 2012-2013

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 2011	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
August 2011	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
September 2011	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
October 2011	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
November 2011	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
December 2010	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
January 2012	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
February 2012	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
March 2012	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
April 2012	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
May 2012	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
June 2012	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5

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 2011	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
August 2011	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
September 2011	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
October 2011	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
November 2011	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
December 2010	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
January 2012	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
February 2012	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
March 2012	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
April 2012	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
May 2012	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
June 2012	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7

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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 2011	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
August 2011	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
September 2011	8.5	6.5	8.5	8.5	8.5	12.4	8.5	14.1
October 2011	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
November 2011	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
December 2010	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
January 2012	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
February 2012	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
March 2012	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
April 2012	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
May 2012	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
June 2012	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1

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 2011	7.6		7.6	
August 2011	7.9		7.9	
September 2011	6.9		6.9	
October 2011	7.9		7.9	
November 2011	7.6		7.6	
December 2010	7.2		7.2	
January 2012	7.9		7.9	
February 2012	6.9		6.9	
March 2012	7.2		7.2	
April 2012	7.6		7.6	
May 2012	7.9		7.9	
June 2012	6.9		6.9	

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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 2011	10.1	14.9	10.1	16.9
August 2011	10.6	15.5	10.6	17.7
September 2011	9.2	13.5	9.2	15.3
October 2011	10.6	15.5	10.6	17.7
November 2011	10.1	14.9	10.1	16.9
December 2010	9.6	14.2	9.6	16.1
January 2012	10.6	15.5	10.6	17.7
February 2012	9.2	13.5	9.2	15.3
March 2012	9.6	14.2	9.6	16.1
April 2012	10.1	14.9	10.1	16.9
May 2012	10.2	15.5	10.6	17.7
June 2012	9.6	13.5	9.2	15.3

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 2011	10.1	6.7	10.1	6.7
August 2011	10.6	7.0	10.6	7.0
September 2011	9.2	6.1	9.2	6.1
October 2011	10.6	7.0	10.6	7.0
November 2011	10.1	6.7	10.1	6.7
December 2010	9.6	6.4	9.6	6.4
January 2012	10.6	7.0	10.6	7.0
February 2012	9.2	6.1	9.2	6.1
March 2012	9.6	6.4	9.6	6.4
April 2012	10.1	6.7	10.1	6.7
May 2012	10.6	7.0	10.6	7.0
June 2012	9.2	6.1	9.2	6.1

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