

# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2013-2014

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 2013	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
August 2013	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
September 2013	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
October 2013	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
November 2013	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
December 2013	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
January 2014	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
February 2014	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
March 2014	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
April 2014	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
May 2014	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
June 2014	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 2013	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
August 2013	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
September 2013	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
October 2013	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
November 2013	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
December 2013	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
January 2014	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
February 2014	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
March 2014	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
April 2014	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
May 2014	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
June 2014	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 2013-2014

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
<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 2013	10.6	15.5	10.6	17.7
August 2013	10.1	14.9	10.1	16.9
September 2013	9.6	14.2	9.6	16.1
October 2013	10.6	15.5	10.6	17.7
November 2013	9.6	14.2	9.6	16.1
December 2013	10.1	14.9	10.1	16.9
January 2014	10.6	15.5	10.6	17.7
February 2014	9.2	13.5	9.2	15.3
March 2014	9.6	14.2	9.6	16.1
April 2014	10.1	14.9	10.1	16.9
May 2014	10.1	14.9	10.1	16.9
June 2014	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 2013	7.9	11.6	7.9	13.2
August 2013	7.6	11.1	7.6	12.6
September 2013	7.2	10.6	7.2	12.1
October 2013	7.9	11.6	7.9	13.2
November 2013	7.2	10.6	7.2	12.1
December 2013	7.6	11.1	7.6	12.6
January 2014	7.9	11.6	7.9	13.2
February 2014	6.9	10.1	6.9	11.5
March 2014	7.2	10.6	7.2	12.1
April 2014	7.6	11.1	7.6	12.6
May 2014	7.6	11.1	7.6	12.6
June 2014	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 2013-2014*

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 2013	8.8	13.0	8.8	14.6
August 2013	8.4	12.4	8.4	14.0
September 2013	8.0	11.8	8.0	13.4
October 2013	8.8	13.0	8.8	14.6
November 2013	8.0	11.8	8.0	13.4
December 2013	8.4	12.4	8.4	14.0
January 2014	8.8	13.0	8.8	14.6
February 2014	7.7	11.3	7.7	12.7
March 2014	8.0	11.8	8.0	13.4
April 2014	8.4	12.4	8.4	14.0
May 2014	8.4	12.4	8.4	14.0
June 2014	8.0	11.8	8.0	13.4

## 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 2013	9.8	14.3	9.8	16.2
August 2013	9.3	13.7	9.3	15.5
September 2013	8.9	13.0	8.9	14.8
October 2013	9.8	14.3	9.8	16.2
November 2013	8.9	13.0	8.9	14.8
December 2013	9.3	13.7	9.3	15.5
January 2014	9.8	14.3	9.8	16.2
February 2014	8.5	12.4	8.5	14.1
March 2014	8.9	13.0	8.9	14.8
April 2014	9.3	13.7	9.3	15.5
May 2014	9.3	13.7	9.3	15.5
June 2014	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 2013-2014

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 2013	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
August 2013	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
September 2013	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
October 2013	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
November 2013	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
December 2013	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
January 2014	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
February 2014	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
March 2014	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
April 2014	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
May 2014	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
June 2014	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 2013	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
August 2013	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
September 2013	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
October 2013	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
November 2013	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
December 2013	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
January 2014	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
February 2014	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
March 2014	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
April 2014	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
May 2014	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
June 2014	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4

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# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2013-2014

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.

## 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 2013	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
August 2013	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
September 2013	8.9	7.1	8.9	8.9	8.9	13	8.9	14.8
October 2013	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
November 2013	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
December 2013	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
January 2014	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
February 2014	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
March 2014	8.9	7.1	8.9	8.9	8.9	13	8.9	14.8
April 2014	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
May 2014	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
June 2014	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 2013	7.9		7.9	
August 2013	7.6		7.6	
September 2013	7.2		7.2	
October 2013	7.9		7.9	
November 2013	7.2		7.2	
December 2013	7.6		7.6	
January 2014	7.9		7.9	
February 2014	6.9		6.9	
March 2014	7.2		7.2	
April 2014	7.6		7.6	
May 2014	7.6		7.6	
June 2014	7.2		7.2	

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*Fiscal Year 2013-2014*

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 2013	10.6	15.5	10.6	17.7
August 2013	10.1	14.9	10.1	16.9
September 2013	9.6	14.2	9.6	16.1
October 2013	10.6	15.5	10.6	17.7
November 2013	9.6	14.2	9.6	16.1
December 2013	10.1	14.9	10.1	16.9
January 2014	10.6	15.5	10.6	17.7
February 2014	9.2	13.5	9.2	15.3
March 2014	9.6	14.2	9.6	16.1
April 2014	10.1	14.9	10.1	16.9
May 2014	10.1	14.9	10.1	16.9
June 2014	9.6	14.2	9.6	16.1

## 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 2013	10.6	7.0	10.6	7.0
August 2013	10.1	6.7	10.1	6.7
September 2013	9.6	6.4	9.6	6.4
October 2013	10.6	7.0	10.6	7.0
November 2013	9.6	6.4	9.6	6.4
December 2013	10.1	6.7	10.1	6.7
January 2014	10.6	7.0	10.6	7.0
February 2014	9.2	6.1	9.2	6.1
March 2014	9.6	6.4	9.6	6.4
April 2014	10.1	6.7	10.1	6.7
May 2014	10.1	6.7	10.1	6.7
June 2014	9.6	6.4	9.6	6.4

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