

Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2014-2015

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 2014	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
August 2014	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
September 2014	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
October 2014	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
November 2014	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
December 2014	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
January 2015	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
February 2015	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
March 2015	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
April 2015	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
May 2015	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
June 2015	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 2014	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
August 2014	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
September 2014	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
October 2014	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
November 2014	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
December 2014	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
January 2015	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
February 2015	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
March 2015	10.1	8.1	10.1	9.1	10.1	14.9	10.1	16.9
April 2015	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
May 2015	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
June 2015	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 2014-2015

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 2014	10.6	15.5	10.6	17.7
August 2014	9.6	14.2	9.6	16.1
September 2014	10.1	14.9	10.1	16.9
October 2014	10.6	15.5	10.6	17.7
November 2014	9.2	13.5	9.2	15.3
December 2014	10.6	15.5	10.6	17.7
January 2015	10.1	14.9	10.1	16.9
February 2015	9.2	13.5	9.2	15.3
March 2015	10.1	14.9	10.1	16.9
April 2015	10.1	14.9	10.1	16.9
May 2015	9.6	14.2	9.6	16.1
June 2015	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 2014	7.9	11.6	7.9	13.2
August 2014	7.2	10.6	7.2	12.1
September 2014	7.6	11.1	7.6	12.6
October 2014	7.9	11.6	7.9	13.2
November 2014	6.9	10.1	6.9	11.5
December 2014	7.9	11.6	7.9	13.2
January 2015	7.6	11.1	7.6	12.6
February 2015	6.9	10.1	6.9	11.5
March 2015	7.6	11.1	7.6	12.6
April 2015	7.6	11.1	7.6	12.6
May 2015	7.2	10.6	7.2	12.1
June 2015	7.6	11.1	7.6	12.6

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Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2014-2015

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
Leave Accrual Factor	(.0580)	(.0852)	(.0580)	(.0962)
Annual Leave Accrual	100.0	147.0	100.0	166.0
July 2014	8.8	13.0	8.8	14.6
August 2014	8.0	11.8	8.0	13.4
September 2014	8.4	12.4	8.4	14.0
October 2014	8.8	13.0	8.8	14.6
November 2014	7.7	11.3	7.7	12.7
December 2014	8.8	13.0	8.8	14.6
January 2015	8.4	12.4	8.4	14.0
February 2015	7.7	11.3	7.7	12.7
March 2015	8.4	12.4	8.4	14.0
April 2015	8.4	12.4	8.4	14.0
May 2015	8.0	11.8	8.0	13.4
June 2015	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 2014	9.8	14.3	9.8	16.2
August 2014	8.9	13.0	8.9	14.8
September 2014	9.3	13.7	9.3	15.5
October 2014	9.8	14.3	9.8	16.2
November 2014	8.5	12.4	8.5	14.1
December 2014	9.8	14.3	9.8	16.2
January 2015	9.3	13.7	9.3	15.5
February 2015	8.5	12.4	8.5	14.1
March 2015	9.3	13.7	9.3	15.5
April 2015	9.3	13.7	9.3	15.5
May 2015	8.9	13.0	8.9	14.8
June 2015	9.3	13.7	9.3	15.5

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Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2014-2015

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 2014	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
August 2014	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
September 2014	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
October 2014	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
November 2014	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
December 2014	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
January 2015	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
February 2015	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
March 2015	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
April 2015	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
May 2015	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
June 2015	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 2014	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
August 2014	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
September 2014	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
October 2014	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
November 2014	7.7	6.1	7.7	7.7	7.7	11.3	7.7	13.7
December 2014	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
January 2015	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
February 2015	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
March 2015	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
April 2015	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
May 2015	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
June 2015	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 2014	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
August 2014	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
September 2014	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
October 2014	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
November 2014	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
December 2014	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
January 2015	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
February 2015	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
March 2015	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
April 2015	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
May 2015	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
June 2015	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5

8-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	(.0386)	N/A	(.0386)	N/A
Annual Leave Accrual	80.0	N/A	80.0	N/A
July 2014	7.1		7.1	
August 2014	6.4		6.4	
September 2014	6.7		6.7	
October 2014	7.1		7.1	
November 2014	6.1		6.1	
December 2014	7.1		7.1	
January 2015	6.7		6.7	
February 2015	6.1		6.1	
March 2015	6.7		6.7	
April 2015	6.7		6.7	
May 2015	6.4		6.4	
June 2015	7.6		7.6	

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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 2014	7.9		7.9	
August 2014	7.2		7.2	
September 2014	7.6		7.6	
October 2014	7.9		7.9	
November 2014	6.9		6.9	
December 2014	7.9		7.9	
January 2015	7.6		7.6	
February 2015	6.9		6.9	
March 2015	7.6		7.6	
April 2015	7.6		7.6	
May 2015	7.2		7.2	
June 2015	7.6		7.6	

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 2014	10.6	15.5	10.6	17.7
August 2014	9.6	14.2	9.6	16.1
September 2014	10.1	14.1	10.1	16.9
October 2014	10.6	15.5	10.6	17.7
November 2014	9.2	13.5	9.2	15.3
December 2014	10.6	15.5	10.6	17.7
January 2015	10.1	14.9	10.1	16.9
February 2015	9.2	13.5	9.2	15.3
March 2015	10.1	14.9	10.1	16.9
April 2015	10.1	14.9	10.1	16.9
May 2015	9.6	14.2	9.6	16.1
June 2015	10.1	14.9	10.1	16.9

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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 2014	10.6	7.0	10.6	7.0
August 2014	9.6	6.4	9.6	6.4
September 2014	10.1	6.7	10.1	6.7
October 2014	10.6	7.0	10.6	7.0
November 2014	9.2	6.1	9.2	6.1
December 2014	10.6	7.0	10.6	7.0
January 2015	10.1	6.7	10.1	6.7
February 2015	9.2	6.1	9.2	6.1
March 2015	10.1	6.7	10.1	6.7
April 2015	10.1	6.7	10.1	6.7
May 2015	9.6	6.4	9.6	6.4
June 2015	10.1	6.7	10.1	6.7

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