

# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2015-2016

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 2015	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
August 2015	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
September 2015	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
October 2015	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
November 2015	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
December 2015	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
January 2016	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
February 2016	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
March 2016	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
April 2016	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
May 2016	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
June 2016	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 2015	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
August 2015	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
September 2015	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
October 2015	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
November 2015	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
December 2015	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
January 2016	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
February 2016	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
March 2016	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
April 2016	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
May 2016	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
June 2016	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 2015-2016

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 2015	10.6	15.5	10.6	17.7
August 2015	9.6	14.2	9.6	16.1
September 2015	10.1	14.9	10.1	16.9
October 2015	10.1	14.9	10.1	16.9
November 2015	9.6	14.2	9.6	16.1
December 2015	10.6	15.5	10.6	17.7
January 2016	9.6	14.2	9.6	16.1
February 2016	9.6	14.2	9.6	16.1
March 2016	10.6	15.5	10.6	17.7
April 2016	9.6	14.2	9.6	16.1
May 2016	10.1	14.9	10.1	16.9
June 2016	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 2015	7.9	11.6	7.9	13.2
August 2015	7.2	10.6	7.2	12.1
September 2015	7.6	11.1	7.6	12.6
October 2015	7.6	11.1	7.6	12.6
November 2015	7.2	10.6	7.2	12.1
December 2015	7.9	11.6	7.9	13.2
January 2016	7.2	10.6	7.2	12.1
February 2016	7.2	10.6	7.2	12.1
March 2016	7.9	11.6	7.9	13.2
April 2016	7.2	10.6	7.2	12.1
May 2016	7.6	11.1	7.6	12.6
June 2016	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 2015-2016

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 2015	8.8	13.0	8.8	14.6
August 2015	8.0	11.8	8.0	13.4
September 2015	8.4	12.4	8.4	14.0
October 2015	8.4	12.4	8.4	14.0
November 2015	8.0	11.8	8.0	13.4
December 2015	8.8	13.0	8.8	14.6
January 2016	8.0	11.8	8.0	13.4
February 2016	8.0	11.8	8.0	13.4
March 2016	8.8	13.0	8.8	14.6
April 2016	8.0	11.8	8.0	13.4
May 2016	8.4	12.4	8.4	14.0
June 2016	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 2015	9.8	14.3	9.8	16.2
August 2015	8.9	13.0	8.9	14.8
September 2015	9.3	13.7	9.3	15.5
October 2015	9.3	13.7	9.3	15.5
November 2015	8.9	13.0	8.9	14.8
December 2015	9.8	14.3	9.8	16.2
January 2016	8.9	13.0	8.9	14.8
February 2016	8.9	13.0	8.9	14.8
March 2016	9.8	14.3	9.8	16.2
April 2016	8.9	13.0	8.9	14.8
May 2016	9.3	13.7	9.3	15.5
June 2016	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 2015-2016

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 2015	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
August 2015	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
September 2015	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
October 2015	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
November 2015	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
December 2015	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
January 2016	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
February 2016	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
March 2016	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
April 2016	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
May 2016	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
June 2016	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 2015	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
August 2015	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
September 2015	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
October 2015	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
November 2015	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
December 2015	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
January 2016	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
February 2016	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
March 2016	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
April 2016	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
May 2016	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
June 2016	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0

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# Monthly Vacation and Sick Leave Accrual Schedule

Fiscal Year 2015-2016

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 2015	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
August 2015	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
September 2015	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
October 2015	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
November 2015	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
December 2015	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
January 2016	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
February 2016	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
March 2016	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
April 2016	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
May 2016	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
June 2016	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
<b>Leave Accrual Factor</b>	<b>(.0386)</b>	<b>N/A</b>	<b>(.0386)</b>	<b>N/A</b>
<b>Annual Leave Accrual</b>	<b>80.0</b>	<b>N/A</b>	<b>80.0</b>	<b>N/A</b>
July 2015	7.1		7.1	
August 2015	6.4		6.4	
September 2015	6.7		6.7	
October 2015	6.7		6.7	
November 2015	6.4		6.4	
December 2015	7.1		7.1	
January 2016	6.4		6.4	
February 2016	6.4		6.4	
March 2016	7.1		7.1	
April 2016	6.4		6.4	
May 2016	6.7		6.7	
June 2016	6.7		6.7	

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Fiscal Year 2015-2016

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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
<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 2015	7.9		7.9	
August 2015	7.2		7.2	
September 2015	7.6		7.6	
October 2015	7.6		7.6	
November 2015	7.2		7.2	
December 2015	7.9		7.9	
January 2016	7.2		7.2	
February 2016	7.2		7.2	
March 2016	7.9		7.9	
April 2016	7.2		7.2	
May 2016	7.6		7.6	
June 2016	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
<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 2015	10.6	15.5	10.6	17.7
August 2015	9.6	14.2	9.6	16.1
September 2015	10.1	14.9	10.1	16.9
October 2015	10.1	14.9	10.1	16.9
November 2015	9.6	14.2	9.6	16.1
December 2015	10.6	15.5	10.6	17.7
January 2016	9.6	14.2	9.6	16.1
February 2016	9.6	14.2	9.6	16.1
March 2016	10.6	15.5	10.6	17.7
April 2016	9.6	14.2	9.6	16.1
May 2016	10.1	14.9	10.1	16.9
June 2016	10.1	14.9	10.1	16.9

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*Fiscal Year 2015-2016*

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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
<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 2015	10.6	7.0	10.6	7.0
August 2015	9.6	6.4	9.6	6.4
September 2015	10.1	6.7	10.1	6.7
October 2015	10.1	6.7	10.1	6.7
November 2015	9.6	6.4	9.6	6.4
December 2015	10.6	7.0	10.6	7.0
January 2016	9.6	6.4	9.6	6.4
February 2016	9.6	6.4	9.6	6.4
March 2016	10.6	7.0	10.6	7.0
April 2016	9.6	6.4	9.6	6.4
May 2016	10.1	6.7	10.1	6.7
June 2016	10.1	6.7	10.1	6.7

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