

Leave Report Accrual Factors

Vacation:

Vacation time accrues at varying rates depending upon the length of continuous employment. To find the amount of vacation earned by an employee, multiply the number of hours for which the employee has been in pay status by the appropriate accrual rate shown below.

<u>During Year</u>	<u>Annual Hours of Vacation</u>	<u>Biweekly Factors</u>	<u>Hours Earned Per Pay Period</u>
1	80	.03846	3.1
2	88	.04231	3.4
3	96	.04615	3.7
4	104	.05000	4.0
5	112	.05385	4.3
6	120	.05769	4.6
7	128	.06154	4.9
8	136	.06538	5.2
9	144	.06923	5.5
10	152	.07308	5.8
11	160	.07692	6.1

Sick Leave:

Sick leave accrues at the rate of .03846 hours per hour paid, including hours worked, paid vacation, sick leave and holidays.