## Monthly Vacation & Sick Leave Accrual

**11-Month Senior Administrative & Professional (A&P) • 2017-18**

In the Human Resources Information System (HRIS), monthly-paid employees accrue vacation and sick leave on an hourly basis. The following table outlines the actual leave accrual rate per month in hours for 11-Month Senior Administrative & Professional Staff (92% annual FTE or 1,914 service hours).

<table>
<thead>
<tr>
<th></th>
<th>0 to 300 months</th>
<th>301+ months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(0 to 25 years)</td>
<td>(25+ years)</td>
</tr>
<tr>
<td><strong>Leave Accrual Factor Rate</strong></td>
<td>(.0580)</td>
<td>(.0580)</td>
</tr>
<tr>
<td><strong>Annual Leave Accrual</strong></td>
<td>111</td>
<td>111</td>
</tr>
<tr>
<td><strong>Sick</strong></td>
<td>8.9</td>
<td>9.3</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>13.0</td>
<td>13.7</td>
</tr>
</tbody>
</table>

**July 2017**
- Sick: 8.9
- Vacation: 13.0

**August 2017**
- Sick: 9.8
- Vacation: 14.3

**September 2017**
- Sick: 8.9
- Vacation: 13.0

**October 2017**
- Sick: 9.3
- Vacation: 13.7

**November 2017**
- Sick: 9.3
- Vacation: 13.7

**December 2017**
- Sick: 8.9
- Vacation: 13.0

**January 2018**
- Sick: 9.8
- Vacation: 14.3

**February 2018**
- Sick: 8.5
- Vacation: 12.4

**March 2018**
- Sick: 9.3
- Vacation: 13.7

**April 2018**
- Sick: 8.9
- Vacation: 13.0

**May 2018**
- Sick: 9.8
- Vacation: 14.3

**June 2018**
- Sick: 8.9
- Vacation: 13.0

*All accrual rates truncated to one decimal place on charts, pay documents and reports. Actual rates are calculated with six decimal places in HRIS.*