

Biweekly Vacation & Sick Leave Accrual

2017-18 ▪ Pay periods beginning June 11, 2017, ending June 9, 2018

In the Human Resources Information System (HRIS), biweekly-paid employees accrue vacation and sick leave on an hourly basis. The following tables outline the actual leave accrual in hours per biweekly pay period for Classified Civil Service and Unclassified Administrative & Professional (A&P) staff.

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
Regular (100% Annual FTE)								
Leave Accrual Factor	(.0577)	(.0385)	(.0577)	(.0577)	(.0577)	(.0770)	(.0577)	(.0962)
Annual Leave Accrual	120	80	120	120	120	160	120	200
Accrual per Pay Period	4.6	3.0	4.6	4.6	4.6	6.1	4.6	7.6
40/52 Weeks (77% Annual FTE or 1,602 Service Hours)								
Leave Accrual Factor	(.0581)	(.0388)	(.0581)	(.0581)	(.0581)	(.0775)	(.0581)	(.0962)
Annual Leave Accrual	93	62	93	93	93	124	93	154
Accrual per Pay Period	3.5	2.3	3.5	3.5	3.5	4.7	3.5	5.9

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
Regular (100% Annual FTE)								
Leave Accrual Factor	(.0577)	(.0462)	(.0577)	(.0577)	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	120	96	120	120	120	176	120	200
Accrual per Pay Period	4.6	3.6	4.6	4.6	4.6	6.7	4.6	7.6
40/52 Weeks (77% Annual FTE or 1,602 Service Hours)								
Leave Accrual Factor	(.0581)	(.0462)	(.0581)	(.0581)	(.0581)	(.0849)	(.0581)	(.0962)
Annual Leave Accrual	93	74	93	93	93	136	93	154
Accrual per Pay Period	3.5	2.8	3.5	3.5	3.5	5.2	3.5	5.9

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



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Monthly Vacation & Sick Leave Accrual

Classified Civil Service Staff • 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 full-time (100%) Classified Civil Service Staff.

	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	80	120	120	120	160	120	200
July 2017	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
August 2017	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
September 2017	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
October 2017	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
November 2017	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
December 2017	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
January 2018	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
February 2018	9.2	6.1	9.2	9.2	9.2	12.3	9.2	15.3
March 2018	10.1	6.7	10.1	10.1	10.1	13.5	10.1	16.9
April 2018	9.6	6.4	9.6	9.6	9.6	12.9	9.6	16.1
May 2018	10.6	7.0	10.6	10.6	10.6	14.1	10.6	17.7
June 2018	9.6	6.4	9.6	9.6	9.6	12.9	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.



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Monthly Vacation & Sick Leave Accrual

Unclassified 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 full-time (100%) Unclassified Administrative & Professional (A&P) Staff.

	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	96	120	120	120	176	120	200
July 2017	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
August 2017	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
September 2017	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
October 2017	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
November 2017	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
December 2017	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
January 2018	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
February 2018	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
March 2018	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
April 2018	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
May 2018	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
June 2018	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1

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Monthly Vacation & Sick Leave Accrual

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 full-time (100%) Senior Administrative & Professional (A&P) Staff.

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick	Vacation	Sick	Vacation
Leave Accrual Factor Rate	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	120	176	120	200
July 2017	9.6	14.2	9.6	16.1
August 2017	10.6	15.5	10.6	17.7
September 2017	9.6	14.2	9.6	16.1
October 2017	10.1	14.9	10.1	16.9
November 2017	10.1	14.9	10.1	16.9
December 2017	9.6	14.2	9.6	16.1
January 2018	10.6	15.5	10.6	17.7
February 2018	9.2	13.5	9.2	15.3
March 2018	10.1	14.9	10.1	16.9
April 2018	9.6	14.2	9.6	16.1
May 2018	10.6	15.5	10.6	17.7
June 2018	9.6	14.2	9.6	16.1

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Monthly Vacation & Sick Leave Accrual

9-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 9-Month Senior Administrative & Professional Staff (75% annual FTE or 1,560 service hours).

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick	Vacation	Sick	Vacation
Leave Accrual Factor Rate	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	90	132	90	150
July 2017	7.2	10.6	7.2	12.1
August 2017	7.9	11.6	7.9	13.2
September 2017	7.2	10.6	7.2	12.1
October 2017	7.6	11.1	7.6	12.6
November 2017	7.6	11.1	7.6	12.6
December 2017	7.2	10.6	7.2	12.1
January 2018	7.9	11.6	7.9	13.2
February 2018	6.9	10.1	6.9	11.5
March 2018	7.6	11.1	7.6	12.6
April 2018	7.2	10.6	7.2	12.1
May 2018	7.9	11.6	7.9	13.2
June 2018	7.2	10.6	7.2	12.1

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Monthly Vacation & Sick Leave Accrual

10-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 10-Month Senior Administrative & Professional Staff (83% annual FTE or 1,727 service hours).

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick	Vacation	Sick	Vacation
Leave Accrual Factor Rate	(.0580)	(.0852)	(.0580)	(.0962)
Annual Leave Accrual	100	147	100	166
July 2017	8.0	11.8	8.0	13.4
August 2017	8.8	13.0	8.8	14.6
September 2017	8.0	11.8	8.0	13.4
October 2017	8.4	12.4	8.4	14.0
November 2017	8.4	12.4	8.4	14.0
December 2017	8.0	11.8	8.0	13.4
January 2018	8.8	13.0	8.8	14.6
February 2018	7.7	11.3	7.7	12.7
March 2018	8.4	12.4	8.4	14.0
April 2018	8.0	11.8	8.0	13.4
May 2018	8.8	13.0	8.8	14.6
June 2018	8.0	11.8	8.0	13.4

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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).

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick	Vacation	Sick	Vacation
Leave Accrual Factor Rate	(.0580)	(.0847)	(.0580)	(.0962)
Annual Leave Accrual	111	162	111	184
July 2017	8.9	13.0	8.9	14.8
August 2017	9.8	14.3	9.8	16.2
September 2017	8.9	13.0	8.9	14.8
October 2017	9.3	13.7	9.3	15.5
November 2017	9.3	13.7	9.3	15.5
December 2017	8.9	13.0	8.9	14.8
January 2018	9.8	14.3	9.8	16.2
February 2018	8.5	12.4	8.5	14.1
March 2018	9.3	13.7	9.3	15.5
April 2018	8.9	13.0	8.9	14.8
May 2018	9.8	14.3	9.8	16.2
June 2018	8.9	13.0	8.9	14.8

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Monthly Vacation & Sick Leave Accrual

9-Month Unclassified 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 9-Month Unclassified Administrative & Professional Staff (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 Rate	(.0577)	(.0462)	(.0577)	(.0577)	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	90	72	90	90	90	132	90	150
July 2017	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
August 2017	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
September 2017	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
October 2017	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
November 2017	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
December 2017	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
January 2018	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
February 2018	6.9	5.5	6.9	6.9	6.9	10.1	6.9	11.5
March 2018	7.6	6.0	7.6	7.6	7.6	11.1	7.6	12.6
April 2018	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1
May 2018	7.9	6.3	7.9	7.9	7.9	11.6	7.9	13.2
June 2018	7.2	5.8	7.2	7.2	7.2	10.6	7.2	12.1

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Monthly Vacation & Sick Leave Accrual

10-Month Unclassified 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 10-Month Unclassified Administrative & Professional Staff (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 Rate	(.0580)	(.0464)	(.0580)	(.0580)	(.0580)	(.0852)	(.0580)	(.0962)
Annual Leave Accrual	100	80	100	100	100	147	100	166
July 2017	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
August 2017	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
September 2017	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
October 2017	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
November 2017	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
December 2017	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
January 2018	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
February 2018	7.7	6.1	7.7	7.7	7.7	11.3	7.7	12.7
March 2018	8.4	6.7	8.4	8.4	8.4	12.4	8.4	14.0
April 2018	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4
May 2018	8.8	7.0	8.8	8.8	8.8	13.0	8.8	14.6
June 2018	8.0	6.4	8.0	8.0	8.0	11.8	8.0	13.4

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Monthly Vacation & Sick Leave Accrual

11-Month Unclassified 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 Unclassified Administrative & Professional Staff (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 Rate	(.0580)	(.0465)	(.0580)	(.0580)	(.0580)	(.0847)	(.0580)	(.0962)
Annual Leave Accrual	111	89	111	111	111	162	111	184
July 2017	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
August 2017	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
September 2017	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
October 2017	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
November 2017	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
December 2017	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
January 2018	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
February 2018	8.5	6.8	8.5	8.5	8.5	12.4	8.5	14.1
March 2018	9.3	7.5	9.3	9.3	9.3	13.7	9.3	15.5
April 2018	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8
May 2018	9.8	7.8	9.8	9.8	9.8	14.3	9.8	16.2
June 2018	8.9	7.1	8.9	8.9	8.9	13.0	8.9	14.8

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Monthly Vacation & Sick Leave Accrual

8-Month Faculty ▪ 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 8-Month Faculty.

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick	Vacation	Sick	Vacation
Leave Accrual Factor Rate	(.0386)	N/A	(.0386)	N/A
Annual Leave Accrual	80	N/A	80	N/A
July 2017	6.4		6.4	
August 2017	7.1		7.1	
September 2017	6.4		6.4	
October 2017	6.7		6.7	
November 2017	6.7		6.7	
December 2017	6.4		6.4	
January 2018	7.1		7.1	
February 2018	6.1		6.1	
March 2018	6.7		6.7	
April 2018	6.4		6.4	
May 2018	7.1		7.1	
June 2018	6.4		6.4	

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Monthly Vacation & Sick Leave Accrual

9-Month Faculty ▪ 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 9-Month Faculty.

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick	Vacation	Sick	Vacation
Leave Accrual Factor Rate	(.0433)	N/A	(.0433)	N/A
Annual Leave Accrual	90	N/A	90	N/A
July 2017	7.2		7.2	
August 2017	7.9		7.9	
September 2017	7.2		7.2	
October 2017	7.6		7.6	
November 2017	7.6		7.6	
December 2017	7.2		7.2	
January 2018	7.9		7.9	
February 2018	6.9		6.9	
March 2018	7.6		7.6	
April 2018	7.2		7.2	
May 2018	7.9		7.9	
June 2018	7.2		7.2	

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Monthly Vacation & Sick Leave Accrual

12-Month Faculty ▪ 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 12-Month Faculty.

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick	Vacation	Sick	Vacation
Leave Accrual Factor Rate	(.0577)	(.0847)	(.0577)	(.0962)
Annual Leave Accrual	120	176	120	200
July 2017	9.6	14.2	9.6	16.1
August 2017	10.6	15.5	10.6	17.7
September 2017	9.6	14.2	9.6	16.1
October 2017	10.1	14.9	10.1	16.9
November 2017	10.1	14.9	10.1	16.9
December 2017	9.6	14.2	9.6	16.1
January 2018	10.6	15.5	10.6	17.7
February 2018	9.2	13.5	9.2	15.3
March 2018	10.1	14.9	10.1	16.9
April 2018	9.6	14.2	9.6	16.1
May 2018	10.6	15.5	10.6	17.7
June 2018	9.6	14.2	9.6	16.1

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Monthly Vacation & Sick Leave Accrual

12-Month Associated Faculty ▪ 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 12-Month Associated Faculty.

	0 to 300 months (0 to 25 years)		301+ months (25+ years)	
	Sick	Vacation	Sick	Vacation
Leave Accrual Factor Rate	(.0577)	(.0385)	(.0577)	(.0385)
Annual Leave Accrual	120	80	120	80
July 2017	9.6	6.4	9.6	6.4
August 2017	10.6	7.0	10.6	7.0
September 2017	9.6	6.4	9.6	6.4
October 2017	10.1	6.7	10.1	6.7
November 2017	10.1	6.7	10.1	6.7
December 2017	9.6	6.4	9.6	6.4
January 2018	10.6	7.0	10.6	7.0
February 2018	9.2	6.1	9.2	6.1
March 2018	10.1	6.7	10.1	6.7
April 2018	9.6	6.4	9.6	6.4
May 2018	10.6	7.0	10.6	7.0
June 2018	9.6	6.4	9.6	6.4

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