Monthly Vacation & Sick Leave Accrual
10-Month Senior Administrative & Professional (A&P) • 2019-20

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).

<table>
<thead>
<tr>
<th></th>
<th>0 to 300 months (0 to 25 years)</th>
<th>301+ months (25+ years)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sick</td>
<td>Vacation</td>
</tr>
<tr>
<td>Leave Accrual Factor Rate</td>
<td>(.0580)</td>
<td>(.0852)</td>
</tr>
<tr>
<td>Annual Leave Accrual</td>
<td>100</td>
<td>147</td>
</tr>
<tr>
<td>July 2019</td>
<td>8.8</td>
<td>13.0</td>
</tr>
<tr>
<td>August 2019</td>
<td>8.4</td>
<td>12.4</td>
</tr>
<tr>
<td>September 2019</td>
<td>8.0</td>
<td>11.8</td>
</tr>
<tr>
<td>October 2019</td>
<td>8.8</td>
<td>13.0</td>
</tr>
<tr>
<td>November 2019</td>
<td>8.0</td>
<td>11.8</td>
</tr>
<tr>
<td>December 2019</td>
<td>8.4</td>
<td>12.4</td>
</tr>
<tr>
<td>January 2020</td>
<td>8.8</td>
<td>13.0</td>
</tr>
<tr>
<td>February 2020</td>
<td>7.7</td>
<td>11.3</td>
</tr>
<tr>
<td>March 2020</td>
<td>8.4</td>
<td>12.4</td>
</tr>
<tr>
<td>April 2020</td>
<td>8.4</td>
<td>12.4</td>
</tr>
<tr>
<td>May 2020</td>
<td>8.0</td>
<td>11.8</td>
</tr>
<tr>
<td>June 2020</td>
<td>8.4</td>
<td>12.4</td>
</tr>
</tbody>
</table>

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