

LEAVE ACCRUAL

SICK: Every full time non-exempt staff member accrues sick leave. The accrual rate is 4 hours per payroll, prorated based on the number of hours worked (see samples). This accrues from the date of hire, but there is a 90-day “banking” rule that means you cannot begin using your accrual until you have been here for 90 days. When you use a day of sick, you should report the exact number of hours you were scheduled to work on that day. Each year on your anniversary date (or adjusted service date if you have one), you will notice that your “current available balance” will move to the “begin balance” and your “hours accrued” and “hours taken” will reset to zero. You will stop accruing sick leave when your leave balance reaches 480 hours.

VACATION: Only those full time non-exempt staff who work a 12-month schedule are eligible to accrue vacation leave. The accrual rate varies depending on the number of years of service:

Years of Service	Accrual per Payroll	Maximum Accrual
1-5	3.34 hours	160 hours
6	3.67 hours	176 hours
7	4 hours	192 hours
8	4.34 hours	208 hours
9	4.67 hours	224 hours
10	5 hours	240 hours
11	5.34 hours	256 hours
12	5.67 hours	272 hours
13	6 hours	280 hours
14	6.34 hours	304 hours
15+	6.67 hours	320 hours

This accrual rate is prorated based on the number of hours worked (see samples). Just like sick accrual, the 90-day banking rule applies, and you should report the number of hours you were scheduled to work that day on your leave report. You will also notice the same “roll” procedure as explained above each year on your anniversary date. You will stop accruing vacation leave when you reach the maximum accrual listed in the table above.

Following are samples of various leave accrual rates by some existing 12-month schedules:

Annual Hours	Full Time Equivalent	Years of Service	Sick Accrual	Vacation Accrual	Hours/Day	Maximum Accrual	Years to Max Vac
2080	100%	1-5	4 hours	3.34 hours	8	20 days	2
1950	.9375	1-5	3.75 hours	3.13 hours	7.5	21.33 days	2.13
1890	.9086	1-5	3.63 hours	3.03 hours	7.5 school	21.33 days	2.13
					6.5 summer	24.61 days	
1820	.875	1-5	3.5 hours	2.92 hours	7	22.85 days	2.28
1768	.85	1-5	3.4 hours	2.84 hours	8.5 (4 days)	18.82 days	2.35
1664	.8	1-5	3.2 hours	2.67	8 (4 days)	20 days	2.5
1560	.75	1-5	3 hours	2.5 hours	6	26.67 days	2.67

Exempt staff who work 12 months accrue 7.34 hours per payroll prorated based on a 2080 annual hour schedule with a maximum accrual of 352 hours. This represents a maximum of 44 days based on an 8 hour day (2 years).

CHANGES: One of the hardest changes for everyone has been the switch from days to hours. Using a computer to calculate the leave accruals instead of doing it by hand has made it possible for us to be much more exact in performing these calculations. This change also makes it possible to use and report leave in hours as opposed to rounding to the nearest half day or so. We set up all of the Banner rule forms to resemble our old policies as closely as possible, but obviously we had some situations that didn't fit the norm.

Staff with 6 or more years of service will no longer see their additional "days" of vacation added at the end of the year. Instead, they will accrue vacation at an accelerated rate throughout the year as demonstrated below:

Annual Hours	Full Time Equivalent	Years of Service	Sick Accrual	Vacation Accrual	Hours/Day	Maximum Accrual	Years to Max Vac
2080	100%	1-5	4 hours	3.34 hours	8	20 days	2
2080	100%	6	4 hours	3.67 hours	8	22 days	2
2080	100%	15+	4 hours	6.67 hours	8	40 days	2
1950	.9375	1-5	3.75 hours	3.13 hours	7.5	21.33 days	2.13
1950	.9375	6	3.75 hours	3.44 hours	7.5	23.47 days	2.13
1950	.9375	15+	3.75 hours	6.25 hours	7.5	42.67 days	2.13
1664	.8	1-5	3.2 hours	2.67 hours	8 (4 days)	20 days	2.5
1664	.8	6	3.2 hours	2.94 hours	8 (4 days)	22 days	2.5
1664	.8	15+	3.2 hours	5.34 hours	8 (4 days)	40 days	2.5
1560	.75	1-5	3 hours	2.5 hours	6	26.67 days	2.67
1560	.75	6	3 hours	2.75 hours	6	19.33 days	2.67
1560	.75	15+	3 hours	5 hours	6	53.33 days	2.67

If you have any questions at all related to leave or any other issue related to employment, please don't hesitate to call Pam Butler at x.6222.