

Leave

Annual Leave (Code 40)

<u>Years worked (per annual leave data)</u>	<u>Hours accrued per month</u>
00-05 Years	8.0
05-10 Years	12.0
10-20 Years	14.0
20-99 Years	16.0

Sick Leave (Code 70)

IF ELIGIBLE FOR SICK LEAVE THE HOURS PER MONTH ARE ALWAYS 8.0 UNLESS A NEW HIRE, LWOP, OR TERMINATION IS DONE

Calculation for partial month of pay:

**Number of days worked in the month divided by Total available working days
in the month = percent**

**Use chart below for percentage they should accrue.
This chart is also used for part time employees.**

**1% to 25% will earn 25% of a full time accrual.
26% to 50% will earn 50% of a full time accrual.
51% to 75% will earn 75% of a full time accrual.
76% to 100% will earn 100% of a full time accrual.**

Percent X normal hours accrued for the month = new accrual for the month

Example:

**Employee terminates December 19th
Total available working days in December is 22**

**14 days worked divided by 22 = .6364
.6364 = 64%**

**64% on chart accrues 75% of normal accrual
Normal accrual is 16.0 annual and 8.0 sick leave.**

.75 X 16.0 = 12.0 annual leave 75 X 8.0 = 6.0 sick leave

All calculations are based on 100% time employee.