

Leave Accrual for Classified, Unclassified Non-Faculty and Eligible Research Grant Employees Up To Completion of 9 Years

NON-EXEMPT						
Hours Paid Bi-Weekly	Percentage Work Effort	Annual Leave Hrs Per Mth	Sick Leave Hrs Per Mth	Holiday Hours	Annual Leave Accrual Yearly	Sick Leave Accrual Yearly
80.00	100.0%	10.0	10.0	8.0	120.0	120.0
72.00	90.0%	9.0	9.0	7.2	108.0	108.0
70.00	87.5%	8.8	8.8	7.0	105.6	105.6
65.00	81.3%	8.1	8.1	6.5	97.2	97.2
64.00	80.0%	8.0	8.0	6.4	96.0	96.0
62.00	77.5%	7.8	7.8	6.2	93.6	93.6
60.00	75.0%	7.5	7.5	6.0	90.0	90.0
50.00	62.5%	6.3	6.3	5.0	75.6	75.6
48.00	60.0%	6.0	6.0	4.8	72.0	72.0
40.00	50.0%	5.0	5.0	4.0	60.0	60.0
38.00	47.5%	0.0	0.0	3.8	0.0	0.0
24.00	30.0%	0.0	0.0	2.4	0.0	0.0
20.00	25.0%	0.0	0.0	2.0	0.0	0.0
16.00	20.0%	0.0	0.0	1.6	0.0	0.0
EXEMPT						
Hours Paid Per Month	Percentage Work Effort	Annual Leave Hrs Per Mth	Sick Leave Hrs Per Mth	Holiday Hours	Annual Leave Accrual Yearly	Sick Leave Accrual Yearly
173.34	100.0%	10.0	10.0	8.0	120.0	120.0
156.00	90.0%	9.0	9.0	7.2	108.0	108.0
151.67	87.5%	8.7	8.7	7.0	104.4	104.4
138.67	80.0%	8.0	8.0	6.4	96.0	96.0
135.21	78.0%	7.8	7.8	6.2	93.6	93.6
130.00	75.0%	7.5	7.5	6.0	90.0	90.0
121.34	70.0%	7.0	7.0	5.6	84.0	84.0
115.57	66.7%	6.7	6.7	5.3	80.4	80.4
112.67	65.0%	6.5	6.5	5.2	78.0	78.0
108.34	62.5%	6.3	6.3	5.0	75.6	75.6
104.00	60.0%	6.0	6.0	4.8	72.0	72.0
95.34	55.0%	5.5	5.5	4.4	66.0	66.0
93.74	54.1%	5.4	5.4	4.3	64.8	64.8
91.87	53.0%	5.3	5.3	4.2	63.6	63.6
91.00	52.5%	5.2	5.2	4.2	62.4	62.4
86.67	50.0%	5.0	5.0	4.0	60.0	60.0
85.00	49.0%	0.0	0.0	3.9	0.0	0.0
77.14	44.5%	0.0	0.0	3.6	0.0	0.0
69.34	40.0%	0.0	0.0	3.2	0.0	0.0
65.00	37.5%	0.0	0.0	3.0	0.0	0.0
52.00	30.0%	0.0	0.0	2.4	0.0	0.0
43.33	25.0%	0.0	0.0	2.0	0.0	0.0
38.13	22.0%	0.0	0.0	1.8	0.0	0.0
34.67	20.0%	0.0	0.0	1.6	0.0	0.0

Bonus Annual Leave Accrual for Classified, Unclassified Non-Faculty and Eligible Research Grant (Non-FTE) Employees

Upon completion of	Hours earned per month*
0-9 years	10.0 hours
10 years	10.9 hours
11 years	11.7 hours
12 years	12.6 hours
13 years	13.4 hours
14 years	14.2 hours
15 years	15.1 hours
16 years	15.9 hours
17 years	16.7 hours
18 years	17.6 hours
19 years	18.4 hours
20 years	19.2 hours
21+ years	20.0 hours

NOTES:

* Hours earned per month are pro-rated for part-time employees

Bonus leave accrues on the **10** year adjusted service or anniversary date

Effective **January 1, 2018**, Research Grant (non-FTE) employees who have been in a RG position **continuously** for **10-years** are eligible to receive bonus leave accrual

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Yearly Accruals—50%

	Annual Leave		Sick Leave
Jan	5.0	Jan	5.0
Feb	5.0	Feb	5.0
Mar	5.0	Mar	5.0
Apr	5.0	Apr	5.0
May	5.0	May	5.0
Jun	5.0	Jun	5.0
Jul	5.0	Jul	5.0
Aug	5.0	Aug	5.0
Sep	5.0	Sep	5.0
Oct	5.0	Oct	5.0
Dec	5.0	Dec	5.0
	55.0		55.0