



Time Off Tracking Formulas

VACATION ACCRUAL If you are....	You Accrue Per Year...	Accrual Rate – Days/ Month	Accrual Rate – Hours / Month	Maximum Accrual
Full-time non exempt staff with less than 10 yrs of service	15 Days	1.25	8.75	30 Days or 210 hours
Full-time non exempt staff with more than 10 yrs of service but less than 25 years of service	20 Days	1.67	11.67	40 Days or 280 hours
Full-time exempt staff with less than 25 years of service	20 Days	1.67	11.67	40 Days or 280 hours
All full-time staff who have completed 25 yrs of service.	25 Days	2.08	14.58	50 Days or 350 hours

Formula for part-time calculations - Weekly scheduled hours divided by 35 times accrual rate (hours)

Note: Academic year employees accrue vacation for the months they work. Part-time employees accrue on a pro-rated basis. Employees who are scheduled to work more than 35 hours per week have their accrual adjusted proportionately.

Example 1

Non-exempt employee who works 28 hours per week during the academic year with 4 years of service

28 divided by 35 times 8.75 hours = 7 hours per month accrual (with no accrual while on summer leave)

Example 2

Exempt employee who works 17.50 hours per week with 12 years of service

17.50 divided by 35 times 11.67 hours = 5.84 hours per month accrual

Example 3

Non exempt employee who works 40 per week and has 11 years of service

40 divided by 35 times 11.67 hours = 13.34 hours per month

Personal Time

Full-time employees receive 2 personal days each July 1st. Part-time and academic year employees working at least 17.5 hours per week receive pro-rated personal time. Employees who are scheduled to work more than 35 hours per week have their personal time adjusted proportionately.

Formula for Personal Time - Weekly scheduled hours divided by 5 times 2 times work periods divided by full time equivalent work periods

Example 1

Non-exempt employee who works 35 hours per week and works a full year

35 divided by 5 times 2 times 52 divided by 52 = 14.00 hours per year

Example 2

Exempt employee works 30 hours per week and works a full year

30 divided by 5 times 2 times 24 divided by 24 = 12.00 hours per year

Example 3

Non-exempt employee who works 28 hours per week and 42 work periods

28 divided by 5 times 2 times 42 divided by 52 = 9.05 hours per year

SICK DAYS – Non -Exempt Employees

Full-time, 12 month employees receive 13 sick days on the anniversary of their date of hire. Sick time is prorated for part-time employees and/or employees who work less than 12 months per year. Employees who are scheduled to work more than 35 hours per week have their sick time adjusted proportionately.

During their first year of employment, employees' receive 13 sick days or 91 hours of sick time, however paid sick time cannot be used during the first 3 months of employment. Maximum accrual for sick time is 6 months/910 hours.

Formula for non-exempt sick time – Weekly scheduled hours divided by 35 times 91 times work periods divided by full time equivalent work periods

Example 1

Employee works 21 hours per week for a full year

21 divided by 35 times 91 times 52 divided by 52 = 54.60 hours of sick time per year

Example 2

Employee works 35 hours per week for 42 weeks per year

35 divided by 35 times 91 times 42 divided by 52 = 73.50 hours of sick time per year

Bonus Days:

Non-exempt employees who use no sick days between anniversary dates in any given year receive 2 bonus days. Non-exempt employees, who use less than two illness days, including partial illness days, receive 1 bonus day. These days may not be accumulated.

A bonus day is equal to the employee's scheduled weekly hours divided by five.

Sick Days – Exempt Employees

Exempt employees have 6 months (910 hours) of sick time available after the first 3 months of employment. Sick time is prorated for part-time employees and/or employees who work less than 12 months per year.

Sick time is renewed under a rolling calendar year – time is returned to the sick bank one year after it has been used.

Formula for exempt sick time - Weekly scheduled hours divided by 35 times 910 times work periods divided by full time equivalent work periods

Example 1

Employee works 21 hours per week for 24 weeks

21 divided by 35 times 910 times 24 divided by 24 = 546 hours of sick time

Example 2

Employee works 21 hours per week for 20 weeks

21 divided by 35 times 910 times 20 divided by 24 = 455 hours of sick time

Example 3

Employee works 17.50 hours per week for 24 weeks

17.50 divided by 35 times 910 times 24 divided by 24 = 455 hours of sick time