

SICK LEAVE ACCRUAL RATES

Sick leave accrual rates are based on a 35-hour work week and are to be pro-rated for part-timers. In order to determine the amount of leave accrued by a part-time employee, multiply the number of hours worked by the appropriate factor (based on years of service). For example, a part-time employee with one year of service who works 20 hours per week (40 hours per pay period) will accrue 3.14 hours of sick leave per pay period (40 hours x 0.078571 hours/hour worked = 3.14 hours). Over 26 pay periods, that part-time employee will accrue 81 hours of sick leave.

Sick Leave Accrual Rates

Job Classification Full and Part Time Employees	Years of Service	Days/Years	Annual Leave Accrual Rates Hrs./Hrs. Worked
	0-3yrs	20	0.078571
	4-7 yrs.	20	0.078571
	8+ yrs.	20	0.078571