

ANNUAL LEAVE ACCRUAL RATES

These accrual rates are based on a 35-hour work week and are to be pro-rated for Part-time employees. To determine the amount of leave accrued by Part-time employees, 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 2.31 hours of annual leave per pay period (40 hours x 0.057692 hours/hour worked = 2.31 hours). Over 26 pay periods, a Part-time employee will accrue 60 hours of annual leave.

Annual Leave Accrual Rates

Job Classification	Years of Service	Days/Year	Hrs./Hrs. Worked
Full and Part-Time Employees	0-3yrs.	15	0.057692
	4-7yrs.	22	0.084615
	8+ yrs.	25	0.096154