

APPENDIX A

Annual, Holiday, and Sick Leave Accrual Table

The following tables provide leave and position schedule information. Annual, holiday, and sick leave shall be accrued at a pro-rated basis in whole hour increments. Annual leave is accrued based on the total number of hours paid in the pay period. Sick leave accrues based on the number of hours paid in the pay period and accrues at a maximum of four (4) hours per pay period for all eligible employees regardless of their years of service. Holiday leave is accrued according to the number of hours paid in the pay period, excluding the holiday hours, and the number of holidays within that pay period. Example: A less than full-time employee is paid 40 hours in the pay period, excluding the holiday hours. He/she will accrue 4 hours if there is one holiday in the pay period. If two holidays fall in the pay period, that same employee will accrue 5 hours for each holiday. Holiday leave is accrued at a maximum of (8) hours per holiday.

Annual leave is accrued based on eligible years of state service.

Less than 5 years	= 4 hours accrual per pay period
At least 5 and less than 10 years	= 5 hours accrual per pay period
At least 10 and less than 20 years	= 6 hours accrual per pay period
20 years or more	= 7 hours accrual per pay period

Table A1

<i>Annual Leave Accrual</i>					Sick Leave Accrual
Total Hours Paid in the Pay Period	4 Hours	5 Hours	6 Hours	7 Hours	
4	0	0	0	0	0
8	0	1	1	1	0
12	1	1	1	1	1
16	1	1	1	1	1
20	1	1	2	2	1
24	1	2	2	2	1
28	1	2	2	2	1
32	2	2	2	3	2
36	2	2	3	3	2
40	2	3	3	4	2
44	2	3	3	4	2
48	2	3	4	4	2
52	3	3	4	5	3
56	3	4	4	5	3
60	3	4	5	5	3
64	3	4	5	6	3
68	3	4	5	6	3
72	4	5	5	6	4
76	4	5	6	7	4
80	4	5	6	7	4

APPENDIX A

Table A2

Holiday Accrual Tables

Holiday Accrual (1 Holiday Per Pay Period)		
Total Hours Paid in the Pay Period	Hours Paid in the Pay Period (Excluding Holiday Hours)	Holiday Accrual
4-8	4-7	0
9-12	8-11	1
13-17	12-15	1
18-21	16-19	2
22-26	20-23	2
27-30	24-27	3
31-35	28-31	3
36-39	32-35	4
40-43	36-39	4
44-48	40-43	4
49-52	44-47	5
53-57	48-51	5
58-61	52-55	6
62-66	56-59	6
67-70	60-63	7
71-75	64-67	7
76-79	68-71	8
80-83 (Full-Time)	72-75	8
84-87	76-79	8
88	80	8

Holiday Accrual (2 Holiday's Per Pay Period)		
Total Hours Paid in the Pay Period	Hours Paid in the Pay Period (Excluding Holiday Hours)	Holiday Accrual
4-9	4-7	0
10-13	8-11	1
14-19	12-15	1
20-23	16-19	2
24-29	20-23	2
30-33	24-27	3
34-39	28-31	3
40-43	32-35	4
44-49	36-39	4
50-53	40-43	5
54-59	44-47	5
60-63	48-51	6
64-69	52-55	6
70-73	56-59	7
74-79	60-63	7
80-83 (Full-Time)	64-67	8
84-87	68-71	8
88-91	72-75	8
92-95	76-79	8
96	80	8

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Table A3

Annual and Sick Leave Accrual Table for Employees Working 106 Hour Pay Periods

Regular Hours Worked Per Pay Period	Annual Leave Accrual				Sick Leave Accrual
	5.6 Hours	7 Hours	8.4 Hours	9.8 Hours	
10	.5	.75	.75	1	.5
21	1.0	1.5	1.75	2	1.0
31	1.75	2.0	2.5	3	1.75
42	2.25	2.75	3.25	4	2.25
53	2.75	3.5	4.25	5	2.75
63	3.25	4.25	5.0	5.75	3.25
74	4.0	5.0	5.75	6.75	4.0
84	4.5	5.5	6.75	7.75	4.5
95	5.0	6.25	7.5	8.75	5.0
106	5.5	7.0	8.5	9.75	5.5
Annual Hours	145.6	182.0	218.4	254.8	