

VACATION AND SICK LEAVE POLICY CALCULATIONS SHEET

VACATION POLICY FOR 37.5 HOUR/WEEK STAFF

Years of Service	Annual Vacation Days / Year	Bi-Weekly Vacation Accrual Rate Effective 07/01/2015
0-3	10	2:53
4-6	15	4:20
7-8	20	5:46
9 +	22	6:21

VACATION POLICY FOR 40 HOUR/WEEK STAFF

Years of Service	Annual Vacation Days / Year	Bi-Weekly Vacation Accrual Rate (hh:mm)
0-3	10	3:08
4-6	15	4:37
7-8	20	6:09
9 +	22	6:46

VACATION POLICY FOR 37.5 HOUR/WEEK FACULTY & EXECUTIVES

***Faculty and Executives are allotted hours in advance

Initial Accrual	Annual Vacation Days / Year	Import Amount (Effective 07/01/2015)
Initial date of employment	22	165:00

VACATION POLICY FOR 40 HOUR/WEEK EXECUTIVES

*** Executives are allotted hours in advance

Initial Accrual	Annual Vacation Days / Year	Import Amount (Effective 07/01)
Initial date of employment	22	176.00

VACATION / SICK POLICY FOR RESIDENTS

Initial Accrual	Annual Vacation Days / Year	Vacation Import Amount (Effective 7/01/2015)	Sick Import Amount (Effective 07/01/2015)
Initial date of employment	15	112:30	112:30

VACATION AND SICK LEAVE POLICY CALCULATIONS SHEET

SICK POLICY FOR 37.5/40 HOUR EMPLOYEES

37.5 (Effective 7/1/2015)	40	37.5(Max Cap) Effective 7/1/15	40 (max Cap)
3:28	3:41	675	720

NOTE: Vacation rates listed above are based on 1.0 FTE. Part-Time faculty and staff must be at least 50% FTE to be eligible for vacation accrual which is then calculated on a pro-rated basis.

Benefit eligible employees may receive paid vacation after satisfactory completion of 90 day probationary period.

Benefit eligible staff employees will accrue vacation leave at a bi-weekly rate determined by their years of continuous service.

Benefit eligible faculty/executive employees will be allotted their vacation in advance.

Residents will be allotted their sick and vacation in advance.

Any Vacation time earned will be lost if not used by the end of the fiscal year (June 30).