

# LEAVE ACCRUAL CALCULATOR

**Important Notes:**

- Total Hours on Pay Status includes vacation, sick leave, paid holidays, and other hours “in lieu” of “REG” hours.
- Sick Leave Accrual policy indicates that an employee must be on pay status for at least 50% in a qualifying period to accrue hours. In this situation, please disregard the calculated value under Estimated Sick Leave Accrual hours when the Total Hour on Pay Status is less than 50%.

Total Hours on Pay Status	Vacation Leave Accrual Factor	Sick Leave Accrual Factor	Estimated Vacation Accrual Hours	Estimated Sick Leave Accrual Hours

**Calculator Tips:** To view expanded value(s) for estimated accrual hours, please select the cell.

## EARNINGS AND ACCRUING LEAVE INFORMATION

Leave Accrual Code	VACATION				SICK LEAVE
	Approximate Based on Full Time (100%) Status		Maximum Accumulated Balance	Accrual Factor Per Hour on Pay Status	Accrual Factor Per Hour on Pay Status
	Days Per Year	Hours Per Month			
A ; G	15 days	10 hours	240 hours	0.057692	0.046154
B ; H	18 days	12 hours	288 hours	0.069231	0.046154
C ; J	21 days	14 hours	336 hours	0.080769	0.046154
D ; K	24 days	16 hours	384 hours	0.092308	0.046154