Monthly Vacation & Sick Leave Accrual

Unclassified Administrative & Professional (A&P)* ▪ 2019-20

In the Human Resources Information System (HRIS), monthly-paid employees accrue vacation and sick leave on an hourly basis. The following table outlines the actual leave accrual rate per month in hours for full-time (100%) Unclassified Administrative & Professional (A&P) Staff.

	0 to 36 months *(0 to 3 years)*		37 to 120 months *(3+ to 10 years)*		121 to 288 months *(10+ to 24 years)*		289+ months *(24+ years)*	
	Sick	**Vacation**	**Sick**	**Vacation**	**Sick**	**Vacation**	**Sick**	**Vacation**
Leave Accrual Factor Rate	**(.0577)**	**(.0462)**	**(.0577)**	**(.0577)**	**(.0577)**	**(.0847)**	**(.0577)**	**(.0962)**
Annual Leave Accrual	**120**	**96**	**120**	**120**	**120**	**176**	**120**	**200**
July 2019	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
August 2019	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
September 2019	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
October 2019	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
November 2019	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
December 2019	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
January 2020	10.6	8.5	10.6	10.6	10.6	15.5	10.6	17.7
February 2020	9.2	7.3	9.2	9.2	9.2	13.5	9.2	15.3
March 2020	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
April 2020	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9
May 2020	9.6	7.7	9.6	9.6	9.6	14.2	9.6	16.1
June 2020	10.1	8.1	10.1	10.1	10.1	14.9	10.1	16.9

All accrual rates truncated to one decimal place on charts, pay documents and reports. Actual rates are calculated with six decimal places in HRIS.

**includes Post-Doctoral Researchers*

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