

SICK AND ANNUAL LEAVE CHART

(EFFECTIVE JANUARY 27, 2008)

EMPLOYEE TYPE	APPOINTMENT YEAR	SICK LEAVE DAYS/YEAR	SICK LEAVE/HOUR WORKED	SICK LEAVE HRS/BIWK	ANNUAL LEAVE DAYS/YEAR	ANNUAL LEAVE HOUR WORKED	ANNUAL LEAVE HRS/BIWK	ANNUAL LEAVE MAX ACCRUAL	
								ANNUAL LEAVE HRS/2 BIWK	(days) (hours)
Classified Longevity	FY								
	A (0-4.9 yrs & TP)	12	.04625	3.7	12	.04625	3.7	7.4	24 192
	B (5-9 yrs)	12	.04625	3.7	15	.05750	4.6	9.2	30 240
	C (10-14 yrs)	12	.04625	3.7	18	.06875	5.5	11.0	36 288
	D (15-19 yrs)	12	.04625	3.7	21	.08125	6.5	13.0	42 336
E (20+ yrs)	12	.04625	3.7	21	.08125	6.5	13.0	42 336	
Faculty and NF Exempt	AY	12	.04625	3.7	0	0	0	0	0 0
	FY	12	.04625	3.7	24	.0925	7.4	14.8	30 240
Postdoctoral Fellows	AY	12	.04625	3.7	0	0	0	0	0 0
	FY	12	.04625	3.7	24	.0925	7.4	14.8	30 240

Leave accumulation for half time but less than full time service is accrued proportionally. Leave time printed on stub is two weeks behind.

Teaching Assistants (TA) and Research Assistants (RA) [previously Instructional Assistants (IA) and Grad Assistants (GA)] do not accrue any sort of leave.

Credited State Service (CSS) and sick/annual leave are to accrue on:

1. all hours worked ("worked" being defined as being in actual performance of job duties)
2. while on "approved leave"
 - if a classified employee works 48 hours in one week, the CSS and sick/annual leave will accrue for those 48 hours, regardless of whether the employee receives overtime pay or compensatory time
 - if a classified employee works 32 hours in one week and takes 8 hours of sick or annual leave, CSS and sick/annual leave will accrue for 40 hours
 - if an employee works 32 hours in one week and takes 8 hours of comp time, CSS and sick/annual leave will accrue for 32 hours

The system will accrue CSS and sick/annual leave during the actual work period, employees will notice that no CSS or sick/annual leave will accrue for the period of time when they are reducing their compensatory time balances ("taking comp time").