

Time Accruals and Accounting Policy for Non-Exempt Staff (Grades A thru J)

Eligibility

You must be a regular, benefits-eligible employee (not temporary), working at least 20 hours per week.

Earning Rates

You accumulate vacation and sick time as you work and it is granted on the first day of each pay period, up to a maximum amount. Vacation and sick time do not accumulate during off-work times, disability leaves, or workers' compensation leaves.

Vacation Earning Schedule for Full-Time Employees (Part-Time Earning Schedule is Prorated Accordingly)

<u>Time of Continuous Employment</u>	<u>Earning Rate</u>	<u>Annual Totals*</u>
12 months or less	3.08 hours per pay period	80 hours per year (10 days)
13 -24 months	3.69 hours per pay period	96 hours per year (12 days)
25 - 36 months	5.54 hours per pay period	144 hours per year (18 days)
37 months or more	6.77 hours per pay period	176 hours per year (22 days)

**Usage is in no less than 0.25 hour increments.*

Maximum Balances

No employee may have more than 264 vacation hours or 960 sick hours at any time. You will not accumulate more time until some is used up. Maximums are pro-rated for part-time employees.

Usage

Usage is in no less than 0.25 hour increments. Vacation time cannot be taken in advance of accruing actual time off and will be taken as unpaid, if granted. Vacation time off must be arranged in advance with your supervisor.

An employee absent because of illness or injury may, with the approval of the supervisor, elect to use vacation hours if sick time has been depleted.

Record Keeping - It's Important!

You are responsible for tracking your own earnings and usage and reporting it on a bi-weekly basis into the electronic time and attendance system along with your actual hours worked.

Annual Audit: Auditors contact Human Resources every June and request balances for all employees. Be prepared to submit your up-to-date vacation balances to Human Resources every June.

If you have any questions about your own time accounting, call the Human Resources Office, ext. 18254.