

Leave Accrual Chart for 2007  
(Full-Time Employees)

Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
01	01/08 - 01/21	4	6	8	4
02	01/22 - 02/04	8	12	16	8
03	02/05 - 02/18	12	18	24	12
04	02/19 - 03/04	16	24	32	16
05	03/05 - 03/18	20	30	40	20
06	03/19 - 04/01	24	36	48	24
07	04/02 - 04/15	28	42	56	28
08	04/16 - 04/29	32	48	64	32
09	04/30 - 05/13	36	54	72	36
10	05/14 - 05/27	40	60	80	40
11	05/28 - 06/10	44	66	88	44
12	06/11 - 06/24	48	72	96	48
13	06/25 - 07/08	52	78	104	52
14	07/09 - 07/22	56	84	112	56
15	07/23 - 08/05	60	90	120	60
16	08/06 - 08/19	64	96	128	64
17	08/20 - 09/02	68	102	136	68
18	09/03 - 09/16	72	108	144	72
19	09/17 - 09/30	76	114	152	76
20	10/01 - 10/14	80	120	160	80
21	10/15 - 10/28	84	126	168	84
22	10/29 - 11/11	88	132	176	88

Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
23	11/12 - 11/25	92	138	184	92
24	11/26 - 12/09	96	144	192	96
25	12/10- 12/23	100	154*	200	100
26	12/24 - 01/06	104	160	208	104

**\*Ten hours of leave earned in last complete pay period during the calendar year for employees in this category each year.**

- Accrual of leave for full time employees is based on the employee working a full tour of duty for the pay period.
- For employees who work a **part-time schedule**, the rate of leave accrual is as follows:

**Annual Leave**

**Years of Service**

**Accrual Rate per Hours in a Pay Status**

**Less than 3**

**1 hour for each 20**

**3 to 15**

**1 hour for each 13**

**15 or more**

**1 hour for each 10**

**Sick leave accrues at 1 hour for every 20 hours in a pay status regardless of years of service.**