## Factor Leave Accrual Chart for Biweekly Paid Non-Exempt Employees

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Average Vacation Accruals: Per Month</th>
<th>Maximum Vacation Accruals</th>
<th>Average Sick Accruals: Per Month</th>
<th>Vacation Accrual Factor rate</th>
<th>Sick Accrual Factor rate</th>
<th>Hours/Days: Per Month</th>
<th>Vacation Accrual: Monthly Equivalent</th>
<th>Sick Accrual: Monthly Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A,G</td>
<td>10</td>
<td>240</td>
<td>8</td>
<td>0.057692</td>
<td>0.046154</td>
<td>160-hour/20-day cycle (2 biweekly periods)</td>
<td>9.230720</td>
<td>7.384640</td>
</tr>
<tr>
<td>B,H</td>
<td>12</td>
<td>288</td>
<td>8</td>
<td>0.069231</td>
<td>0.046154</td>
<td>160-hour/20-day cycle (2 biweekly periods)</td>
<td>11.076960</td>
<td>7.384640</td>
</tr>
<tr>
<td>C,J</td>
<td>14</td>
<td>336</td>
<td>8</td>
<td>0.080769</td>
<td>0.046154</td>
<td>160-hour/20-day cycle (2 biweekly periods)</td>
<td>12.923040</td>
<td>7.384640</td>
</tr>
<tr>
<td>D,K</td>
<td>16</td>
<td>384</td>
<td>8</td>
<td>0.092308</td>
<td>0.046154</td>
<td>160-hour/20-day cycle (2 biweekly periods)</td>
<td>14.769280</td>
<td>7.384640</td>
</tr>
<tr>
<td>E</td>
<td>16</td>
<td>384</td>
<td>8</td>
<td>0.092308</td>
<td>0</td>
<td>160-hour/20-day cycle (2 biweekly periods)</td>
<td>14.769280</td>
<td>N/A</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0.046154</td>
<td>160-hour/20-day cycle (2 biweekly periods)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Leave codes G,H,J,K apply only to former A&PS and Executive employees hired prior to July 1, 1996.

Biweekly paid employees accrue leave on a quadriweekly cycle (two biweekly pay periods). Eligible employees accrue leave based on the number of hours on pay status during the quadriweekly cycle multiplied by a factor leave rate.

For example, an employee with a leave accrual code = A and had 150 hours on pay status during the quadriweekly cycle would accrue the following;

(Accrual type) (Hours on Pay Status) X (Factor Rate) = Leave Accrued

**Vacation**  
$$150 \times 0.057692 = 8.653800$$

**Sick**  
$$150 \times 0.046154 = 6.923100$$