

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

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

\* 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 X .057692 = 8.653800

Sick            150 X .046154 = 6.923100