

Instructions

1. Indicate the number of days taken for sick leave and vacation for the month indicated and report actual dates used for this time.
2. For holiday compensatory time report the name of the holiday worked and the date it was used. Holiday compensatory time may only be taken after working a legal state holiday. This time must be scheduled with your supervisor within three months after that holiday is worked.
3. If no vacation, sick leave and/or holiday compensatory time were taken, indicate by a zero (0).
4. For the accrual summary, enter your beginning month balance for each of the categories (use end of month balance from the previous month).
5. Enter the total days used for each category as detailed in the previous section.
6. Add your monthly accruals as appropriate from the chart below.
7. Compute the balance for each category. (Payroll Office will audit).
8. Sign, date and submit the previous month's report to your unit head to return to the Payroll Office by the 10th of each month.

ACCRUAL EARNING RATE

1. Full time Employees

- A. Calendar Year Employees (UUP represented):

<u>Years of Service</u>	<u>Days Accrued Per Month</u>	
	<u>Vacation</u>	<u>Sick Leave</u>
0 – 1	1.25	1.25
2	1.33	1.33
3 – 5	1.50	1.50
6	1.66	1.66
7	1.75	1.75

- B. All Management/Confidential Employees accrue sick leave and vacation at the rate of 1.75 days per month.
- C. Academic Year Employees do not accrue vacation and are only entitled to those paid holidays on which the College is closed. Academic Year employees accrue sick leave only and only during the months of the academic year.

<u>Years of Service</u>	<u>Days of Sick Leave Accrued per Month</u>
0-1	1.25
2	1.33
3-5	1.50
6	1.66
7	1.75

2. Part Time Employees (UUP represented)

- A. Salary Based Accruals – for professionals, calendar and academic year faculty without teaching assignments (academic year – sick leave only) :

<u>Annual Salary</u>	<u>Days Accrued per month</u>	
	<u>Vacation</u>	<u>Sick Leave</u>
Up to \$10346	.25	.25
\$10347 to \$15521	.50	.50
\$15522 - \$20695	1.00	1.00
\$20696 or higher	1.25	1.25

- B. Course – load Based Accruals – for calendar and academic year faculty with teaching assignments (academic year – sick leave only):

<u>Course Taught</u>	<u>Days Accrued per Month</u>	
	<u>Vacation</u>	<u>Sick Leave</u>
1 course =	.25	.25
2 courses =	.50	.50
3 courses =	1.00	1.00