

**INSTRUCTIONS:**

1. Indicate the number of days taken for sick leave and vacation for the biweekly 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.
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 biweekly balance for each of the categories (use end of biweekly balance from the previous biweekly).
5. Enter the total days used for each category as detailed in Part I.
6. Add your biweekly accruals as appropriate from the chart below.
7. Compute the balance for each category. (Payroll Office will audit).
8. Sign, date and submit the report to your unit head to return to the Payroll Office by the 10<sup>th</sup> of each month.

**ACCRUAL EARNING RATE**

1. **Full Time Employees:**

<u>Months of Service</u>	<u>Biweekly Vacation Accrual Rate</u>	<u>Biweekly Sick Accrual Rate</u>
0-24	.615	.577
25-36	.654	.615
37-72	.731	.692
73-84	.808	.769
85+	.846	.808

2. Eligible exempt employees working 50% time or more on a regularly scheduled basis, but less than 100% time, accrue vacation and sick leave on a prorated basis.
3. All employees appointed on or after January 1, 1986 as part of eligibility must complete six months of service before their leave records are credited with vacation accruals. Such accruals are retroactive to the date of appointment based on the employee's status and percent of time worked during the period.