

**Leave Accrual Chart for 2013
(Full-Time Employees)**

Leave Period Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
01	01/14 - 01/27	4	6	8	4
02	01/28 - 02/10	8	12	16	8
03	02/11 - 02/24	12	18	24	12
04	02/25 - 03/10	16	24	32	16
05	03/11 - 03/24	20	30	40	20
06	03/25 - 04/07	24	36	48	24
07	04/08 - 04/21	28	42	56	28
08	04/22 - 05/05	32	48	64	32
09	05/06 - 05/19	36	54	72	36
10	05/20 - 06/02	40	60	80	40
11	06/03 - 06/16	44	66	88	44
12	06/17 - 06/30	48	72	96	48
13	07/01 - 07/14	52	78	104	52
14	07/15 - 07/28	56	84	112	56
15	07/29 - 08/11	60	90	120	60
16	08/12 - 08/25	64	96	128	64
17	08/26 - 09/08	68	102	136	68
18	09/09 - 09/22	72	108	144	72
19	09/23 - 10/06	76	114	152	76
20	10/07 - 10/20	80	120	160	80
21	10/21 - 11/03	84	126	168	84

Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
22	11/04- 11/17	88	132	176	88
23	11/18 - 12/01	92	138	184	92
24	12/02- 12/15	96	144	192	96
25	12/16- 12/29	100	154*	200	100
26	12/30- 1/12	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.**

- Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar 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.