

**Leave Accrual Chart for 2019  
(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	01/07 - 01/20	4	6	8	4
02	01/21 - 02/03	8	12	16	8
03	02/04 - 02/17	12	18	24	12
04	02/18 - 03/03	16	24	32	16
05	03/04 - 03/17	20	30	40	20
06	03/18 - 03/31	24	36	48	24
07	04/01 - 04/14	28	42	56	28
08	04/15 - 04/28	32	48	64	32
09	04/29 - 05/12	36	54	72	36
10	05/13 - 05/26	40	60	80	40
11	05/27 - 06/09	44	66	88	44
12	06/10 - 06/23	48	72	96	48
13	06/24 - 07/07	52	78	104	52
14	07/08 - 07/21	56	84	112	56
15	07/22 - 08/04	60	90	120	60
16	08/05 - 08/18	64	96	128	64
17	08/19 - 09/01	68	102	136	68
18	09/02 - 09/15	72	108	144	72
19	09/16 - 09/29	76	114	152	76
20	09/30 - 10/13	80	120	160	80
21	10/14 - 10/27	84	126	168	84

Leave Period Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
22	10/28 - 11/10	88	132	176	88
23	11/11 - 11/24	92	138	184	92
24	11/25 - 12/08	96	144	192	96
25	12/09 - 12/22	100	150	200	100
26	12/21 - 01/05	104	<b>160*</b>	208	104

**\*Ten hours of leave earned in last full pay period of the leave year (Last Leave Period) 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  
3 to 15  
15 or more**

**1 hour for each 20  
1 hour for each 13  
1 hour for each 10**

**Sick leave accrues at 1 hour for every 20 hours in a pay status regardless of years of service.**