

Vacation Accrual Schedule*

Continuous Court Service	Full-time Hourly Accrual per Pay Period**	Annual Accrual Days & Hours	Maximum Allowable Accrual Days & Hours
0-2 years (0-24 mo)	.0463 hrs x 80 = 3.7 hrs	12 days / 96 hours	36 days / 288 hours
3-4 years (25-48 mo)	.0616 hrs x 80 = 4.92 hrs	16 days / 128 hours	36 days / 288 hours
5-10 years (49-120 mo)	.0731 hrs x 80 = 5.84 hrs	19 days / 152 hours	45 days / 360 hours
11-14 years (121-168 mo)	.0847 hrs x 80 = 6.77 hrs	22 days / 176 hours	48.75 days / 390 hours
15+ years (169 mo)	.0962 hrs x 80 = 7.69 hrs	25 days / 200 hours	52.5 days / 420 hours

Sick Accrual Schedule

Eligibility	Full-time Hourly Accrual per Pay Period*	Annual Accrual Days & Hours	Maximum Allowable Accrual
All Regular Employees	.0463 hrs x 80 = 3.7 hrs	12 days / 96 hours	Unlimited

* The schedule only applies to certain bargaining units. For more information, please refer to your MOU.

** Vacation & sick leave is prorated for part-time employees based on the part-time percentage of their position(s).