

Leave Accrual for Full-Time Staff

0-3 Years = 3.69 hours per pay period

3-5 Years = 4.61 hours per pay period

5-10 Years = 5.54 hours per pay period

10-15 Years= 6.46 hours per pay period

15+ Years = 7.39 hours per pay period

**System = 7.39 hours per pay period
Chancellors**

**System = 9.24 hours per pay period
President**

Note: The above hours will accrue if an employee works an 80 hour pay period. If leave is taken that the employee does not have available, and no pay results, the employee's leave will be adjusted to reflect the appropriate accrual rate.

Annual Leave = Leave taken by an employee for personal business or vacation.

Sick Leave = Leave taken by an employee for his/her illness or medical treatment/consultation.