

**Leave Accrual Chart for 2016
(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	01/11 - 01/24	4	6	8	4
02	01/25 - 02/07	8	12	16	8
03	02/08 - 02/21	12	18	24	12
04	02/22 - 03/06	16	24	32	16
05	03/07 - 03/20	20	30	40	20
06	03/21 - 04/03	24	36	48	24
07	04/04 - 04/17	28	42	56	28
08	04/18 - 05/01	32	48	64	32
09	05/02 - 05/15	36	54	72	36
10	05/16 - 05/29	40	60	80	40
11	05/30 - 06/12	44	66	88	44
12	06/13 - 06/26	48	72	96	48
13	06/27 - 07/10	52	78	104	52
14	07/11 - 07/24	56	84	112	56
15	07/25 - 08/07	60	90	120	60
16	08/08 - 08/21	64	96	128	64
17	08/22 - 09/04	68	102	136	68
18	09/05 - 09/18	72	108	144	72
19	09/19 - 10/02	76	114	152	76
20	10/03 - 10/16	80	120	160	80
21	10/17 - 10/30	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	10/31 - 11/13	88	132	176	88
23	11/14 - 11/27	92	138	184	92
24	11/28 - 12/11	96	144	192	96
25	12/12 - 12/25	100	150	200	100
26	12/26 - 01/08	104	160*	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

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.