

**Leave Accrual Chart for 2017
(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	01/09 - 01/22	4	6	8	4
02	01/23 - 02/05	8	12	16	8
03	02/06 - 02/19	12	18	24	12
04	02/20 - 03/05	16	24	32	16
05	03/06 - 03/19	20	30	40	20
06	03/20 - 04/02	24	36	48	24
07	04/03 - 04/16	28	42	56	28
08	04/17 - 04/30	32	48	64	32
09	05/01 - 05/14	36	54	72	36
10	05/15 - 05/28	40	60	80	40
11	05/29 - 06/11	44	66	88	44
12	06/12 - 06/25	48	72	96	48
13	06/26 - 07/09	52	78	104	52
14	07/10 - 07/23	56	84	112	56
15	07/24 - 08/06	60	90	120	60
16	08/07 - 08/20	64	96	128	64
17	08/21 - 09/03	68	102	136	68
18	09/04 - 09/17	72	108	144	72
19	09/18 - 10/01	76	114	152	76
20	10/02 - 10/15	80	120	160	80
21	10/16 - 10/29	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	10/30 - 11/12	88	132	176	88
23	11/13 - 11/26	92	138	184	92
24	11/27 - 12/10	96	144	192	96
25	12/11 - 12/24	100	150	200	100
26	12/25 - 01/07	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.