

**Leave Accrual Chart for 2020
(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 | 01/06 - 01/19 | 4 | 6 | 8 | 4 |
| 02 | 01/20 - 02/02 | 8 | 12 | 16 | 8 |
| 03 | 02/03 - 02/16 | 12 | 18 | 24 | 12 |
| 04 | 02/17 - 03/01 | 16 | 24 | 32 | 16 |
| 05 | 03/02 - 03/15 | 20 | 30 | 40 | 20 |
| 06 | 03/16 - 03/29 | 24 | 36 | 48 | 24 |
| 07 | 03/30 - 04/12 | 28 | 42 | 56 | 28 |
| 08 | 04/13 - 04/26 | 32 | 48 | 64 | 32 |
| 09 | 04/27 - 05/10 | 36 | 54 | 72 | 36 |
| 10 | 05/11 - 05/24 | 40 | 60 | 80 | 40 |
| 11 | 05/25 - 06/07 | 44 | 66 | 88 | 44 |
| 12 | 06/08 - 06/21 | 48 | 72 | 96 | 48 |
| 13 | 06/22 - 07/05 | 52 | 78 | 104 | 52 |
| 14 | 07/06 - 07/19 | 56 | 84 | 112 | 56 |
| 15 | 07/20 - 08/02 | 60 | 90 | 120 | 60 |
| 16 | 08/03 - 08/16 | 64 | 96 | 128 | 64 |
| 17 | 08/17 - 08/30 | 68 | 102 | 136 | 68 |
| 18 | 08/31 - 09/13 | 72 | 108 | 144 | 72 |
| 19 | 09/14 - 09/27 | 76 | 114 | 152 | 76 |
| 20 | 09/28 - 10/11 | 80 | 120 | 160 | 80 |
| 21 | 10/12 - 10/25 | 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 | 10/26 - 11/08 | 88 | 132 | 176 | 88 |
| 23 | 11/09 - 11/22 | 92 | 138 | 184 | 92 |
| 24 | 11/23 - 12/06 | 96 | 144 | 192 | 96 |
| 25 | 12/07 - 12/20 | 100 | 150 | 200 | 100 |
| 26 | 12/21 - 01/03 | 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
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.