

# Staff Accrual Calculations

## Regular & Nonpermanent - Fixed Duration

 *These employees are regularly scheduled*

Accrual is calculated from the employee's expected hours worked (FTE).

Regardless of actual hours worked, the accrual rate is based off of the expected FTE of 0.40

Time Off	Accrual Rate	Monthly Accrual
Sick time off	8 hr x 0.4 FTE	3.2 hr

This FTE is the same every month and is used to calculate the value of holiday in a month with a holiday & personal holiday. It is also used for vacation (which varies based on months of service). Accruals are adjusted if LWOP >10 days.

## Intermittent & Nonpermanent - Hourly

 *These employees are not regularly scheduled*

Accrual is calculated from actual hours paid in a month (derived FTE).

Hours paid/# of pay period hours in the month = derived FTE  
 $64/168 = 0.38$

Time Off	Accrual Rate	Monthly Accrual
Sick time off	8hr x 0.38 FTE	3.05 hr

Rate varies every month based on hours paid and total pay period hours. It is used to calculate the value of a holiday in a month with a holiday, the personal holiday (if used), and vacation (which varies based on months of service).

 Let's look at the accrual of someone from each employment type who worked 16 hours per week during a month (4 weeks)

