Staff Accrual Calculations

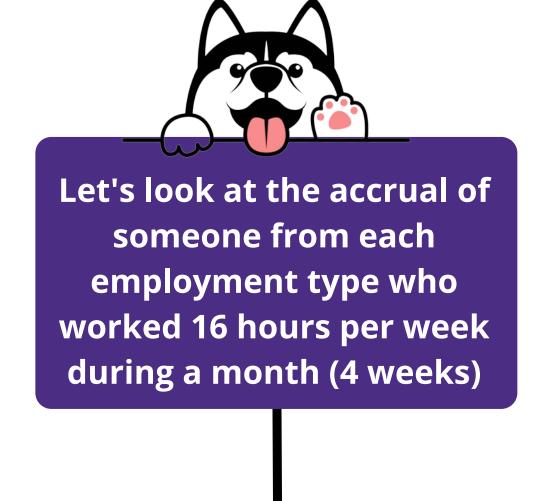
Regular & Nonpermanent - Fixed Duration



These employees are regularly scheduled

Accrual is calculated from the employee's <u>expected</u> hours worked (FTE).

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



Intermittent & Nonpermanent - Hourly



These employees are <u>not</u> regularly scheduled

Accrual is calculated from <u>actual</u> 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	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.

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).