

Leave Accrual Chart for Kronos

Column:	B	C	D	E	F	G	H	I	J	K	L	M
Type of Leave	Years of Service	Pay Period Accrual Rate (hours + decimal minutes) Column E+(Column F/60)	Hourly Accrual Rate (hours + decimal minutes) Column C/75	Accrued Hours per pay cycle	Accrued Minutes per pay cycle	Hours x 26 Pays (Column E x 26)	Minutes (Column F / 60)*26	Max Earnings Per Year	Max Carryover (2x Annual)	Max Earnings (Column G + Column H)	Overage in decimal hours (Column I - Column K)	Overage in Minutes over 26 pays
Annual	0 - 5 years	4.33333333	0.05777778	4	20	104	8.666667	112.5	225	112.666667	-0.166667	-10
Annual	> than 5< than 10 yrs	5.2	0.06933333	5	12	130	5.2	135	270	135.2	-0.2	-12
Annual	>than 10< than 15 yrs	6.06666667	0.0808889	6	4	156	1.733333	157.5	315	157.733333	-0.233333	-14
Annual	>than 15 yrs	6.93333333	0.0924444	6	56	156	24.26667	180	360	180.266667	-0.266667	-16
Sick	All eligible employees	5.2	0.06933333	5	12	130	5.2	135	No Maximum	135.2	-0.2	-12

Annual	Faculty & Non-Classified	15HR/MTH	N/A	N/A	N/A	N/A	N/A	180	360	N/A	N/A	N/A
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Overages may be deleted to keep accruals accurate over time

Sick leave for all employees is credited bi-weekly, on the first day of the new pay period for the prior pay period

Annual leave for classified employees is credited bi-weekly, on the first day of the new pay period for the prior pay period

Faculty & Non-classified employees earn 2 days/15 hours of annual leave per month, credited in Kronos on the first day of the month for the prior month