**ADMINISTRATORS AND CHAIRPERSONS**

**ACCUMULATION RATES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administrative****Category**  | Accumulated Days Per Month**ACCRUED LEAVE** | Maximum Accumulation Workdays**ACCRUED LEAVE** |  | Accumulated Days**SICK LEAVE** |
| **Continuous Appointments** | 2.00 | 48 | 1.50 cumulative per month10 Year/Non-cumulative300 Maximum |
|  |  |  |  |  |
| **UPI 4100** **ASP (includes****Civil Service****Members)** | 2.00 | 48 | (60 days can only be used for SURS credit) 1.50 cumulative per month10 Year/Non-cumulative360 Maximum  |
| **Coaches**  | 2.00\* | 24 | 12 day/year300 Maximum  |
| **1 Year contract** | 2.00\* | 24 | 1.50 cumulative per month10 Year/Non-cumulative300 Maximum |
|  **Employees** |  |  |
| **GRANT FUNDED** | 2.00 | 48 Days Leave must be used by end of appointment. No Payout for unused leave. | 1.50 cumulative per month10 Year/Non-cumulative300 Maximum |

\*All one-year contract employees shall receive six (6) months of vacation (2 days per month or 12 days) at the beginning of their ***second*** contract term/***appointment.*** The accrual of additional vacation (2 days per month) shall begin in the 7th month of employment. The final 2 days of vacation accrued in the 12th month must be used in the 12th month. All accrued vacation must be used by the end of each contract year or it shall be **LOST** (contract employees are not allowed to carry over accrued vacation from one contract year to the next). There is **no accrued leave payout** for one-year contract employee and employees funded by grants.

**CIVIL SERVICE**

**EXEMPT/ADMINISTRATIVE**

**ACCUMULATION RATES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cumulative** **Service Years**  | Accumulated Days Per Month**ACCRUED LEAVE** | Maximum AccumulationWorkdays**ACCRUED LEAVE** | Accumulated Days Per Month**SICK LEAVE** |
|  |  |  |  |  |  |  |
| **1st, 2nd, 3rd**  |  | 2.08 |  | 49.92 |  | 1 |
|  |  |  |  |  |  |  |
| **4th, 5th, 6th**  |  | 2.17 |  | 52.08 |  | 1 |
|  |  |  |  |  |  |  |
| **7th, 8th, 9th**  |  | 2.25 |  | 54.00 |  | 1 |
| **10th and beyond**  |  | 2.33 |  | 55.92 |  |  1 |

**CIVIL SERVICE**

***NON-EXEMPT* ACCUMULATION RATES**

**35 Hour Work Week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cumulative** **Service Years** | Accumulated Hours Per Month **ACCRUED LEAVE** | Maximum Accumulation **ACCRUED LEAVE** |  | Accumulated Hours Per Month**SICK LEAVE** |
|  |  |  |  | **Hours Workdays** |  |  |
| **1st, 2nd, 3rd**  |  | 7.00 |  | 168 24  | 7.00 |
|  |  |  |  |  |  |  |
| **4th, 5th, 6th**  |  | 8.75 |  | 210 30 | 7.00 |
|  |  |  |  |  |  |  |
| **7th, 8th, 9th**  |  | 10.50 |  | 252 36 | 7.00 |
|  |  |  |  |  |  |  |
| **10th through 14th** |  | 12.25 |  | 294 42 | 7.00 |
|  |  |  |  |  |  |  |
| **15th and beyond**  |  | 14.56 |  | 349.44 50 | 7.00 |
|  |  |  |  |  |  |  |

**CIVIL SERVICE**

***NON-EXEMPT* ACCUMULATION RATES**

**37.5 Hour Work Week**

|  |  |  |
| --- | --- | --- |
| **Cumulative** **Service Years**  | **ACCRUED LEAVE** | **SICK LEAVE** Accumulated Hours Per Month  |
| AccumulatedHours Per Month | Maximum Accumulation |
|  |  |  |  | **Hours Workdays** |  |  |
| **1st, 2nd, 3rd**  |  | 7.50 |  | 180 24  |  | 7.50 |
|  |  |  |  |  |  |  |
| **4th, 5th, 6th**  |  | 9.38 |  | 225 30 |  | 7.50 |
|  |  |  |  |  |  |  |
| **7th, 8th, 9th**  |  | 11.25 |  | 270 36 |  | 7.50 |
|  |  |  |  |  |  |  |
| **10th through 14th** |  | 13.13  |  | 315 42 |  | 7.50 |
|  |  |  |  |  |  |  |
| **15th and beyond**  |  | 15.63 |  | 375.12 50 |  | 7.50 |
|  |  |  |  |  |  |  |

**CIVIL SERVICE**

***NON-EXEMPT* ACCUMULATION RATES**

**40 Hour Work Week**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Cumulative*** ***Service Years***  | **ACCRUED LEAVE** |  | **SICK LEAVE** Accumulated Hours Per Month |
| Accumulated Hours Per Month | MaximumAccumulation |
|  |  |  |  | **Hours Workdays** |  |  |
| **1st, 2nd, 3rd**  |  | 8.00 |  | 192 24  |  | 8.00 |
|  |  |  |  |  |  |  |
| **4th, 5th, 6th**  |  | 10.00 |  | 240 30 |  | 8.00 |
|  |  |  |  |  |  |  |
| **7th, 8th, 9th**  |  | 12.00 |  | 288 36 |  | 8.00 |
|  |  |  |  |  |  |  |
| **10th through 14th** |  | 14.00 |  | 336 42 |  | 8.00 |
|  |  |  |  |  |  |  |
| **15th and beyond**  |  | 16.64 |  | 399.36 50 |  | 8.00 |
|  |  |  |  |  |  |  |

**FACULTY**

**ACCUMULATION RATES**

|  |  |  |
| --- | --- | --- |
| **FACULTY****Category**  | **ACCRUED LEAVE** | **SICK LEAVE** Accumulated Days [Days >300 accumulate for SURS credit only] |
| AccumulatedDays Per Month | Maximum Accumulation Workdays |
| **Unit A: Tenure Track, Clinical & Research Faculty on 9- or 10-Month Appointments** |
| 1st (3) years | 0 | 0 | 20 | Days/year |
| 4th year + | 0 | 0 | 1.75 | Days/month |
| 360 | Maximum |
| **Unit A: Tenure Track, Clinical & Research Faculty on 11- or 12-Month Appointments** |
| 1st (3) years | 2 | 44 days (11-mth. appt.)48 days (12-mtn. appt.) | 21 | Days/year |
| 4th year + | 2 | 44 days (11-mth. appt.)48 days (12-mth. appt.) | 1.75 | Days/monthMaximum |
| 360 |
| **Unit B: Full-Time Lecturers & Clinical Teaching Professionals on 9-, 10-, 11-, or 12-Month Appointments** |
| 9- and 10-Month Appointments | 0 | 0 | 1 100 | Day per # of months of contractCumulative Maximum daysNo benefit for unused leave |
| 11- and 12-Month Appointments | 2 | 44 days (11-mth. appt.)48 days (12-mth. appt.) |

Revised 6/18/12 per UPI4100 Contract