

	<b>Vacation Leave</b>			
<b>Years of Service</b>	<b>1-5</b>	<b>6-10</b>	<b>11-15</b>	<b>16+</b>
<b>Annual Leave</b>	12 days	18 days	24 days	30 days
Monthly Accrual	1 day	1.5 days	2 days	2.5 days
Maximum Balance Annual accrual + 1 week	17 days	23 days	29 days	35 days
Carryover	Leave balances will carryover from year to year up to the maximum balance. Leave will stop accruing when the maximum balance is reached.			
Minimum Balance	Zero – can't go negative			

	<b>Sick Leave</b>	
<b>Sick Leave</b>	5 days earned annually January 1 <sup>st</sup> which equates to one work week. <i>For hourly employees, one work week is the standard work week you were hired for. At the end of the year your actual hours worked will be reviewed in establishing your work week and accrual basis for the coming year.</i>	
	<i>New Hires Start date</i>	<i>Sick Leave Awarded</i>
	Jan 1 <sup>st</sup> – March 31 <sup>st</sup>	5 days
	April 1 <sup>st</sup> – June 30 <sup>th</sup>	4 days
	July 1 <sup>st</sup> – Sept. 30 <sup>th</sup>	3 days
	Oct. 1 <sup>st</sup> – December 31 <sup>st</sup>	2 days
Minimum Balance	Zero – can't go negative	
Carryover	Up to 5 days of unused sick leave may carryover annually on December 31 <sup>st</sup> to the new calendar year.	

For internal reference (not for policy)

**Conversion of Days to Hours**

<b>Standard Work Week</b>	<b>Day Accrual = Hours for Leave Purposes</b>	<b>12 days</b>	<b>18 days</b>	<b>24 days</b>	<b>30 days</b>
40 hours	8 hours	96 hrs	144 hrs	192 hrs	240 hrs
32 hours	6.4 hours	76.8 hrs	115.2 hrs	153.6 hrs	192 hrs
24 hours	4.8 hours	57.6 hrs	86.4 hrs	115.2 hrs	144 hrs
20 hours	4 hours	48 hrs	72 hrs	96 hrs	120 hrs
16 hours	3.2 hours	38.4 hrs	57.6 hrs	76.8 hrs	96 hrs