

Earned Time for Full-Time Employees

Classified: New time reloads in January of every year.

Vacation

Years Employed	Days Earned	70 hr. FTE (Hrs/mo)	Yearly Total	80 hr FTE (Hrs/mo)	Yearly Total
1 st Year	= 1 day/month	7.0		8.0	
2 nd – 5 th Year	= 12 days/year	7.0	84.0	8.0	96.0
6 th – 12 th Year	= 15 days/year	8.75	105.0	10.0	120.0
13 th – 20 th Year	= 20 days/year	11.67	140.0	13.34	160.0
21 st + Years	= 25 days/year	14.58	175.0	16.67	200.0

Personal

1 st Year	½ day /month	3.5	21.0	4.0	24.0
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*Maximum of days earned is 3

Sick

1 st Year	= 1 day/month	7.0		8.0	
2 nd + Years	= 15 days/year	8.75	105.0	10.0	120.0

Unclassified: 12-month AFT Professional Staff. New time reloads in January of every year.

Vacation

Years Employed	Days Earned	70 hr. FTE (Hrs/mo)	Yearly Total
1 st Year	10.5 hrs/month	10.5	126.0
2 nd + Years	= 22 days a year	12.83	154.0

Sick

1 st Year	8.75 hrs/month		
2 nd + Years	= 15 days a year	8.75	105.0

Managerial: New time reloads in July of every year.

Years Employed	Days Earned	(Hrs/mo)	Yearly Total
Vacation 1 st Year	12.83 hrs/month	12.83	
Vacation 2 nd + Year	= 22 days a year	12.83	154.0
Sick 1 st Year	8.75 hrs/month	8.75	
Sick	= 15 days a year	8.75	105.0

Earned Time for Part-Time Employees

Vacation

Years Employed	Days Earned	70 hr. FTE (Hrs/mo)	80 hr FTE (Hrs/mo)	50%		60%		75%	
				70 hr	80 hr	70 hr	80 hr	70 hr	80 hr
1 st Year	= 1 day/month	7.0	8.0	3.50	4.00	4.20	4.80	5.25	6.00
2 nd – 5 th Year	= 12 days/year	7.0	7.0	3.50	4.00	4.20	4.80	5.25	6.00
6 th – 12 th Year	= 15 days/year	8.75	10.0	4.38	5.00	5.25	6.00	6.56	7.50
13 th – 20 th Year	= 20 days/year	11.67	13.34	5.84	6.67	7.00	8.00	8.75	10.00
21 st + Years	= 25 days/year	14.58	16.67	7.29	8.34	8.75	10.00	11.00	12.50

Personal

1 st Year	½ day /month	3.5	4.0	1.75	2.00	2.10	2.40	2.63	3.00
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*Maximum of days earned is 3

Sick

1 st Year	= 1 day/month	7.0	8.0	3.50	4.00	4.20	4.80	5.25	6.00
2 nd + Years	= 15 days/year	8.75	10.0	4.38	5.00	5.25	6.00	6.56	7.50