

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 month 10 Year/Non-cumulative 300 Maximum |
| UPI 4100 ASP (includes Civil Service Members) | 2.00 | 48 | (60 days can only be used for SURS credit) 1.50 cumulative per month 10 Year/Non-cumulative 360 Maximum |
| Coaches | 2.00* | 24 | 12 day/year 300 Maximum |
| 1 Year contract Employees | 2.00* | 24 | 1.50 cumulative per month 10 Year/Non-cumulative 300 Maximum |
| GRANT FUNDED | 2.00 | 48 Days Leave must be used by end of appointment. No Payout for unused leave. | 1.50 cumulative per month 10 Year/Non-cumulative 300 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 Accumulation Workdays 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 |
|-------------------------------|--------------------------------|-------------------------|--|
| | Accumulated Hours 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 14 th | 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 | Maximum Accumulation | | |
| | | 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 14 th | 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 Per Month | Maximum Accumulation Workdays | Accumulated Days [Days >300 accumulate for SURS credit only] | |
| Unit A: Tenure Track, Clinical & Research Faculty on 9- or 10-Month Appointments | | | | |
| 1st (3) years | 0 | 0 | 20 | Days/year |
| 4 th year + | 0 | 0 | 1.75 | Days/month |
| | | | 360 | Maximum |
| Unit A: Tenure Track, Clinical & Research Faculty on 11- or 12-Month Appointments | | | | |
| 1 st (3) years | 2 | 44 days (11-mth. appt.) 48 days (12-mtn. appt.) | 21 | Days/year |
| 4 th year + | 2 | 44 days (11-mth. appt.) 48 days (12-mth. appt.) | 1.75 | Days/month |
| | | | 360 | Maximum |
| Unit B: Full-Time Lecturers & Clinical Teaching Professionals on 9-, 10-, 11-, or 12-Month Appointments | | | | |
| 9- and 10-Month Appointments | 0 | 0 | 1 | Day per # of months of contract |
| 11- and 12-Month Appointments | 2 | 44 days (11-mth. appt.) 48 days (12-mth. appt.) | 100 | Cumulative Maximum days No benefit for unused leave |

Revised 6/18/12 per UPI4100 Contract