

## STAFF LEAVE ACCRUAL RATES

Leave accruals are calculated by multiplying the service hours for the period, times an accrual rate value determined by the number of months the employee has worked for the University in a qualified status.

Classified employees work the same number of (service) hours each pay period. Salaried employees do not earn the same number of annual leave hours each period because service hours vary from month to month based on the number of workdays (Mondays through Fridays) within the respective period.

### WORK DAYS PER MONTH

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
January	23	23	22	21
February	20	21	20	20
March	22	21	22	23
April	21	22	22	22
May	23	22	21	21
June	21	21	22	22
July	22	23	23	22
August	23	21	21	22
September	20	22	22	22
October	23	23	22	21
November	22	20	21	22
December	21	23	23	23

MONTHLY SERVICE HOURS

	<u>7.50 Hour Employees</u>	<u>8.00 Hour Employees</u>
20-day months =	150.00 service hrs	160.00 service hrs
21-day months =	157.50 service hrs	168.00 service hrs
22-day months =	165.00 service hrs	176.00 service hrs
23-day months =	172.50 service hrs	184.00 service hrs

LEAVE ACCRUAL RATE VALUES

Professional Salaried Employees

After Months Of Service	Hours of Annual Leave Earned Per <u>Hour</u> of Service
0	0.057693
12	0.061559
24	0.065367
36	0.069232
48	0.073098
60	0.076905
72	0.080770
84	0.084636

Professional Salaried Employees

After Months Of Service	Hours of Sick Leave Earned Per Hour of Service
0	0.046154

Classified Hourly Employees

After Months Of Service	Hours of Annual Leave Earned Per <u>Hour</u> of Service
0	0.038500
12	0.042250
24	0.046125
36	0.050000
48	0.053875
60	0.057750
72	0.061500
84	0.065375
96	0.069250
108	0.073125
120	0.076875
132	0.080750
144	0.084625

Classified Hourly Employees

After Months Of Service	Hours of Sick Leave Earned Per <u>Hour</u> of Service
0	0.046154

**UNIVERSITY OF LOUISVILLE  
PAYROLL DEPARTMENT**

**Personal Leave Plans  
01/01/01**

**37.50 HOUR EMPLOYEES**

<b>PER700</b>	<b>90.00% to 100.00% Full-Time</b>
<b>PER780</b>	<b>65.00% to 89.99% Full-Time</b>
<b>PER750</b>	<b>40.00% to 64.99% Full-Time</b>

**40.00 HOUR EMPLOYEES**

<b>PER800</b>	<b>90.00% to 100.00% Full-Time</b>
<b>PER880</b>	<b>65.00% to 89.99% Full-Time</b>
<b>PER850</b>	<b>40.00% to 64.99% Full-Time</b>