

4/4/13 - Research Results (How Leave Accrued)

How do you accrue your sick and annual leave? (hours, days, flat amount, etc.)

sick leave is 8 hours a month, full time vacation is 2 weeks a year

by hour

vacation by hour; sick/personal by day

Annual is flat amount given at beginning of fiscal year. Sick is earned on monthly basis (8 hours per month) based on 40 work week.

accrue sick leave, not annual

Hours – limited to the number of hours they can carry over per year to 240 for both annual and sick

Total yearly hours are divided by 12 and employee accumulates hours by the month.

All vacation has to be used in calendar year and sick leave can accrue.

8 Hours per month sick up to 720 hours/8-10 hours per month annual up to maximum 240 hours

Accrue four hours per biweekly pay period. Only allowed to carry maximum of 30 days of vacation.

Sick leave @ 4 hours per month

Vacation 1 to 5 years = 8 hours per month

Vacation 6 to 15 years = 10 hours per month

Vacation 16 and over = 12 hours per month

Annual Leave: No employee may carry more that 240 hours of annual leave from each calendar year ending 12-31. The E.D. may grant exceptions due to unusual circumstances.

Sick Leave: Sick leave may be accumulated up to a maximum of 60 days or 480 hours. Any unused sick leave in excess of 60 days or 480 hours will be forfeited.

Annual leave and sick time are accrued and taken by the hour.

Currently Annual leave is accrued at 4 hours per month for the first two years (48/year). Years 2–5 earn 6 hours per month (72/year). Years 5–7 earn 8 hours per month (96/year). After 7 years earn 12 hours per month (144/year). Sick Leave is accrued at 4 hours per month for the first five years and then after five earn 8 hours per month.

no accrual

hours

accrue by hours

Accrue paid time off (sick/vacation) with each pay period

Annual Leave: 10 hours a month for the 1st 10 years; 15 hours for years 11 through 16; and 18 hours for 17 or more years. All is based on pay scale. Maximum 30 days carryover from 1 year to the next.

Sick Leave: 10 hours per month based on salary, no expiration of sick leave. When retiring after 25 years of service have 30 days of accumulated sick leave paid.

by days

1–5 years of service: 2 weeks' vacation

3–10 years: 3 weeks

over 10 years: 4 weeks

1 floater day

sick leave is computed at 150% of vacation

1 sick day a month, do not pay for accrued if leave. 1 vacation day a month, accrues, and increases after 10 years each year by increments

We have 10 hours personal time per month (14 hours for 10yr+ employees); 4 hours major medical time per month (major medical covers after the fifth day of illness or immediately upon hospitalization)

sick leave annual leave is done yearly. 5 sick/personal days a year, vacation is by years of service.

We don't have sick leave...we give every FT employee 40 hours discretionary leave each year that they can use as they choose. Annual leave is accrued based on years of service. Everyone starts with 8 hrs/month until they reach 5 years, then goes up 2 hours per month every 5 year anniversary.

weekly

Sick leave doesn't accrue, use it or lose it. Vacation carries over, by number of days unused.

One day per month, sick leave, on annual leave it depends how many years with HA Two weeks vacation up to five years after that you accrue more days etc amount, etc.)

Annual Leave – 2 weeks per year, after 1 year employment; 3 weeks per year after 10 years; amount, etc.) Sick leave, earn 2 weeks per year, can carry over up to 30 days; but cannot be paid for unused sick leave when they terminate. They must have a doctor's statement after 3 day absence.

We have none.

Flat Amount

For the first five years you get 2 weeks vacation accrued at anniversary date after 5 years of service you get 3 weeks of vacation.

We get a set amount as outlined in our Employment Policy.

HOURS PER MONTH

Vacation time is earned in the beginning of the year 1/1 and sick pay is earned (8hrs. per month) at the beginning of the month.

by days

Our policy allows for two weeks sick leave...anything over that is left to the discretion of the Executive Director. Our annual leave is use or lose. After one year one week...after two years two weeks, after ten years 3 weeks, after 20 years 4 weeks.

by hours

By the day or 1/2 day, hourly.

accrual by days

80 hours per year/accrued monthly for both.

Only accrue sick leave by days

sick 1 day per month. Annual 0-9yr 10 days, 10yr-15yr= 15 days, 16 yr=16 days, 17yr=, 17days, 18ys= 18 days, 19yr= 19 days, 20+yr= 20 days

Monthly, 8 hours for sick leave and annual leave depends on tenure

Vacation is accrued by years of service: (0-9 years=8 days per year) (10-19 years=12 days per year) (20 years and over = 16 days per year) Sick leave is accrued 8 days per year, but may not exceed 60 days per calendar year

hours

accrue sick and annual leave up to 3 years

1 day vacation per month; 1/2 day sick leave per month. At end of year, only six days of vacation can carry forward; all of sick leave can.

Sick and annual leave are accrued hourly each month.

We only accrue sick leave, one day per month is given to the employee. Annual leave is not accrued and the employee has to use it within the fiscal year, it cannot be carried over. The amount of annual leave given to an employee is based on the number of years.

days

sick leave-one day per month accrues I also give birthdays off

days

We accrue personal leave based on years of service. It ranges from 5.23 hours per pay period to 9.23 hours per pay period.

follow city policy

sample 1

B. Vacation Leave

1. The established vacation year is the calendar year, January 1 through December 31, each year. Vacations are accrued or earned based on the employee's length of service. New employees accrue paid vacation upon initial

employment but may not take use the accrued vacation time until they have completed at least six months of employment. Vacation leave with pay shall accrue according to the following schedule:

Days accrued per each month completed. For timekeeping purposes, accrual rates will be rounded to the nearest half hour in the ratio of actual time worked for any time less than one month.

Less than 5 years	8 hours per month (96 hours per year)
5 Years	9 hours per month (108 hours per year)
10 Years	10 hours per month (120 hours per year)
15 Years	11 hours per month (132 hours per year)
20 Years	13 hours per month (156 hours per year)
25 Years	15 hours per month (180 hours per year)
30 Years	17 hours per month (204 hours per year)
35 Years	19 hours per month (228 hours per year)
Over 35 Years	21 hours per month (252 hours per year)

2. Regular part-time employees who work at least twenty hours per week will accrue leave in the same ratio as the time worked. Temporary employees do not earn vacation time.

sample 2

SECTION 3.4 PAID TIME OFF (PTO)

Paid Time Off (PTO) is available to full-time employees beginning with the pay period after they have completed 90 days of continuous service. PTO may be used as time away from work for the purpose of vacation, personal business, family illness, personal illness, and/or emergencies.

I. Request for PTO

An employee requests PTO by completing an Employee Leave Request Form and submitting the form to the employee's supervisor. The Housing Authority's intention is to be as accommodating as possible regarding employee's request for time off; however, requests are approved or denied based on the demands of the work load and the degree to which the time off affects efficient operation of the work unit. Time off is approved or denied at the discretion of the employee's supervisor. Absence for any reason, whether planned or

unplanned, requires that the employee notify the supervisor prior to or upon occurrence of the absence. Failure to notify the supervisor of any absence is grounds for disciplinary action, including discharge from employment.

II. Eligibility

PTO is accrued from the date of hire by full-time employees. Accrued PTO is not available until the beginning of the pay period after the completion of 90 days of continuous service within an eligible classification of employment with the Housing Authority.

III. Accrual Rates

A. Accrual rates change at the beginning of the pay period following the pay period in which an employee moves into a higher service bracket. Prior service credit in our Housing Authority will only count if any break-in service of full-time employees was less than twelve (12) months.

B. Full-time employees accrue PTO hours at the following rates:

LENGTH OF SERVICE	HOURS / YEAR	HOURS / PAY PERIOD
Up to 60 months (5 yrs.)	15 days/ 120 hours	4.61500 hours
61 months to 120 months (10 yrs.)	20 days/ 160 hours	6.15400 hours
121 months to 180 months (15 yrs.)	25 days/ 200 hours	7.69200 hours
More than 181 months (over 16yrs.)	30 days/ 240 hours	9.23100 hours

C. Executive/Director-level employees accrue PTO hours at the following rates:

LENGTH OF SERVICE	HOURS / YEAR	HOURS / PAY PERIOD
Up to 60 months (5 yrs.)	20 days/ 160 hours	6.15400 hours
61 months to 120 months (10 yrs.)	25 days/ 200 hours	7.69200 hours
More than 121 months (over 15 yrs)	30 days/ 240 hours	9.23100 hours

IV. Maximum Accrual

The maximum PTO accrual for any employee is 480 hours. When accrued PTO reaches the maximum, no additional PTO is accrued. As PTO is used and the accrued hours balance falls below the maximum, accrual of additional PTO resumes.

V. Termination of Employment

Upon termination of employment, an employee is paid in the final paycheck for any PTO hours which have been accrued but not used unless the employee is employed less than 90 days. Only the PTO earned as of the last date worked and indicated on last check prior to termination is payable. (Minimal accruals normally available in the next pay period are not payable upon termination.) All hours paid to an employee are paid at the base rate of their full-time wage rate.

VI. Negative PTO Balance

A negative PTO balance is not permissible. If, however, an employee is inadvertently paid for PTO hours that have not been accrued, the error is corrected by a payroll deduction on the next paycheck.

VII. Use of PTO

Employees must use accrued PTO time before using unpaid leave. Except in cases of illness, injury, or other unforeseeable circumstances for which time off is an urgent necessity, PTO must be scheduled and approved, in advance, by the employee's immediate supervisor, who shall maintain all relevant documentation. A statement from a physician is required in any one of the following circumstances:

- A. An illness that continues for more than three (3) working days;
- B. After a surgery or accident, regardless of the length of absence; or
- C. Upon request of the department head or his/her designee or the Human Resources department.

The need for unscheduled PTO shall be subject to appropriate verification upon request of the immediate supervisor or Human Resources. Requests for scheduled PTO shall be submitted as early as practicable but in no event later than two weeks prior to usage for any PTO in excess of two consecutive workdays.

sample 3

PAID TIME OFF (PTO)

Employees are not entitled to Paid Time Off (PTO) until after the six month probationary period. However, leave time accrues during this period. The employee may use PTO for personal vacation time or sick leave. It is understood that it is not possible to receive prior approval for sick days, but it is still the employee's responsibility to ask for vacation time in advance.

- Paid Time Off must be used at a minimum of four (4) hours.
- Once an employee uses all accrued Paid Time Off, pay is discontinued.
- An employee on any unpaid leave will not accrue Paid Time Off.
- Paid Time Off cannot be used to cover tardiness (morning or lunch break).
- Employees may accrue PTO up to 300 hours, *if the time is not used by the end of the fiscal year (June 30) the employee will lose any accrued time over 300 hours.*

Employees will earn PTO As Follows:

LENGTH OF SERVICE	DAYS PER YEAR	HOURS PER PAYROLL
Less than 10 years	26	8

10 – 19 years	30	9.23
20 or more years	40	12.3

No cash out of excess PTO will be allowed. Directors will receive a notice from Human Resources on a monthly basis detailing all staff accumulated leave. Employees will be encouraged to take their PTO.

When an employee is on leave without pay, military leave or any other authorized absence, (exclusive of annual leave and sick leave) for more than fifteen (15) cumulative working days in any one month, sick leave credit is not earned that month.

When an employee separates from employment and gives the required (2) week notice, they will be paid 100% of their accrued unused PTO. If an employee resigns with less than the required (2) week's notice, they will forfeit 50% of accrued, unused PTO. However, employees separating from employment regardless of reason within the first six (6) months will not be paid for any accrued PTO. If any separation from service occurs during their first six (6) months of employment, they will not be paid for any PTO. Employees who are terminated for cause will forfeit all of earned, accrued PTO.