

Leave Accrual Chart for 2024 (Full-Time Employees)					
Leave Period	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
01	01/01/24 – 01/14/24	4	6	8	4
02	01/15/24 – 01/28/24	8	12	16	8
03	01/29/24 – 02/11/24	12	18	24	12
04	02/12/24 – 02/25/24	16	24	32	16
05	02/26/24 – 03/10/24	20	30	40	20
06	03/11/24 – 03/24/24	24	36	48	24
07	03/25/24 – 04/07/24	28	42	56	28
08	04/08/24 – 04/21/24	32	48	64	32
09	04/22/24 – 05/05/24	36	54	72	36
10	05/06/24 – 05/19/24	40	60	80	40
11	05/20/24 – 06/02/24	44	66	88	44
12	06/03/24 – 06/16/24	48	72	96	48
13	06/17/24 – 06/30/24	52	78	104	52
14	07/01/24 – 07/14/24	56	84	112	56
15	07/15/24 – 07/28/24	60	90	120	60
16	07/29/24 – 08/11/24	64	96	128	64
17	08/12/24 – 08/25/24	68	102	136	68
18	08/26/24 – 09/08/24	72	108	144	72
19	09/09/24 – 09/22/24	76	114	152	76
20	09/23/24 – 10/06/24	80	120	160	80
21	10/07/24 – 10/20/24	84	126	168	84
22	10/21/24 – 11/03/24	88	132	176	88
23	11/04/24 – 11/17/24	92	138	184	92
24	11/18/24 – 12/01/24	96	144	192	96
25	12/02/24 – 12/15/24	100	150	200	100
26	12/16/24 – 12/29/24	104	156	208	104
27	12/30/23 – 01/12/24	108	166*	216	108

***Ten hours of leave earned in last full pay period of the leave year (Last Leave Period) for employees in this category each year.**

Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

Accrual of leave for full time employees is based on the employee working a full tour of duty for the pay period.

Employees who work **part-time**, the rate of leave accrual is as follows:

Annual Leave	
Years of Service	Accrual Rate per Hour in a Pay Status
Less than 3	1 hour for each 20
3 to 15	1 hour for each 13
15 or more	1 hour for each 10

Sick leave accrues at 1 hour for every 20 hours in a pay status regardless of years of service.