		Leave Accrual Chart for 2025

Leave Accrual Chart for 2025
(Full-Time Employees)
The Leave Accrual Chart is an annually prepared matrix that pre-calculates the Annual and Sick leave which should be credited to an employee at the conclusion of each Bi-Weekly Leave/Pay period. It is published with the presumption that an employee will begin the leave year in one of the 3 accrual rates and will remain in that same rate for the entire year up until the time of separation.

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