

Leave taken and accrued should be reported in hours and in 100's of an hour. This time will now match the computer.

Since different groups of employees work a different number of hours per pay period, and leave time varies with years worked. Leave time should be reported as per the time table below that applies to you:

EFFECTIVE 10/1/95

LESS THAN 2 YEARS

Normal Hours Worked Per		Earned Vacation Per Pay Period		A	Earned Sick Per Pay Period	
Week	Pay Period	Hours	100's		Hours	100's
37.5	150	5 Hours	76 100's	A	6 Hours	92 100's
40	160	6 Hours	16 100's	B	7 Hours	38 100's
42	168	6 Hours	54 100's	G	7 Hours	84 100's
45	180	6 Hours	92 100's	-	8 Hours	30 100's
46	184	7 Hours	10 100's	-	8 Hours	54 100's
48	192	7 Hours	36 100's	C	8 Hours	86 100's
56	224	8 Hours	62 100's	J	10 Hours	34 100's

2 BUT LESS THAN 5 YEARS

Normal Hours Worked Per		Earned Vacation Per Pay Period		A	Earned Sick Per Pay Period	
Week	Pay Period	Hours	100's		Hours	100's
37.5	150	6 Hours	92 100's	A	6 Hours	92 100's
40	160	7 Hours	38 100's	B	7 Hours	38 100's
42	168	7 Hours	84 100's	G	7 Hours	84 100's
45	180	8 Hours	30 100's	-	8 Hours	30 100's
46	184	8 Hours	54 100's	-	8 Hours	54 100's
48	192	8 Hours	86 100's	C	8 Hours	86 100's
56	224	10 Hours	34 100's	J	10 Hours	34 100's

5 OR MORE YEARS

Normal Hours Worked Per		Earned Vacation Per Pay Period		A	Earned Sick Per Pay Period	
Week	Pay Period	Hours	100's		Hours	100's
37.5	150	8 Hours	66 100's	A	6 Hours	92 100's
40	160	9 Hours	24 100's	B	7 Hours	38 100's
42	168	9 Hours	80 100's	G	7 Hours	84 100's
45	180	10 Hours	36 100's	-	8 Hours	30 100's
46	184	10 Hours	64 100's	-	8 Hours	54 100's
48	192	11 Hours	06 100's	C	8 Hours	86 100's
56	224	12 Hours	93 100's	J	10 Hours	34 100's

10 BUT LESS THAN 15 YEARS

Normal Hours Worked Per		Earned Vacation Per Pay Period			Earned Sick Per Pay Period	
Week	Pay Period					
37.5	150	10 Hours	38 100's	A	6 Hours	92 100's
40	160	11 Hours	08 100's	B	7 Hours	38 100's
42	168	11 Hours	64 100's	G	7 Hours	84 100's
45	180	12 Hours	46 100's	-	8 Hours	30 100's
46	184	12 Hours	74 100's	-	8 Hours	54 100's
48	192	13 Hours	30 100's	C	8 Hours	86 100's
56	224	15 Hours	50 100's	J	10 Hours	34 100's

15 OR MORE YEARS

Normal Hours Worked Per		Earned Vacation Per Pay Period			Earned Sick Per Pay Period	
Week	Pay Period					
37.5	150	12 Hours	12 100's	A	6 Hours	92 100's
40	160	12 Hours	92 100's	B	7 Hours	38 100's
42	168	13 Hours	56 100's	G	7 Hours	84 100's
45	180	14 Hours	54 100's	-	8 Hours	30 100's
46	184	14 Hours	86 100's	-	8 Hours	54 100's
48	192	15 Hours	50 100's	C	8 Hours	86 100's
56	224	18 Hours	10 100's	J	10 Hours	34 100's