

Vacation Accrual Hours

This is the employee's...	# of years completed	Jenzabar accrual class	.5-.599	.6-.699	.7-.799	.8-.899	.9-1.0
1st year	0	0	48	56	64	72	80
2nd year	1	0	48	56	64	72	80
3rd year	2	0	48	56	64	72	80
4th year	3	3	56	73	83	93	104
5th year	4	4	77	89	102	115	128
6th year	5	4	77	89	102	115	128
7th year	6	4	77	89	102	115	128
8th year	7	4	77	89	102	115	128
9th year	8	4	77	89	102	115	128
10th year	9	4	77	89	102	115	128
11th year	10	10	81	95	109	122	136
12th year	11	11	86	101	115	129	144
13th year	12	12	91	106	121	137	152
14th year	13	13	96	112	128	144	160
15th year and following	14	13	96	112	128	144	160

Note: There is also an accrual class '14' set up in Jenzabar that is the same as accrual class 13.
 (Divide the number of hours above by 24 to get the number of hours accrued per pay)

Sick Leave Accrual Hours

FTE			.5-.599	.6-.699	.7-.799	.8-.899	.9-1.0
Per Pay			2.4	2.75	3.25	3.67	4
MAXIMUM			400	560	632	719	800