

## **Management Confidential Professional Accrual Instructions**

### **Accrual Rate:**

- Full-time calendar year and college year employees earn vacation and sick leave at the rate of 1.75 days/month.

### **Timesheet Instructions:**

- Carry forward balances from your previous time record and enter them in the proper category (vacation, sick leave, holiday).
- Please do not charge time in increments less than .25 of a day - charges should be made in increments of .25, .50, .75 and 1.0. Please round to the nearest increment listed.
- Note the listing of holidays at the far right of each month. Please check either " Worked" or " Not worked" for each holiday during the month. If you WORK on a holiday be sure to record it as a holiday earned under the holiday column for that month.
- Employees should complete their timesheet on a monthly basis and submit it to their supervisor who will then initial the record. At the end of the three-month period, both employee and supervisor should sign the sheet.
- PLEASE be sure to check your math each month – most errors are the result of this.
- Forward the ORIGINAL timesheet to Human Resources at the end of each quarter (every 3 months, April 1<sup>st</sup>, July 1<sup>st</sup>, October 1<sup>st</sup>, and January 1<sup>st</sup>). Please keep a copy for your records.
- If you are a PART-TIME EMPLOYEE, be sure to indicate your work schedule at the top of the time record as well as your percentage of effort (FTE).

### **Maximum Accrual Balances:**

- By December 31<sup>st</sup> of each calendar year vacation balances may not exceed 40 days;
- Maximum allowable sick leave balance at any time is 200 days;
- Holidays must be used within one (1) year of accrual; therefore the maximum holiday balance allowable is 12.
- The maximum number of vacation days an employee may be paid for upon separation is 30 days.