

FORMULAS FOR PRO-RATING PROFESSIONAL LEAVE

1. When an employee is newly hired, terminates or is on leave-without-pay:

of days worked (or in paid leave status) \div by # of possible working days (include holidays) in month X 2 days = accrual for that month. [Only post if .5 (1/2 day) or more].

EXAMPLE: John Doe is on Professional full-time “A” contract; he terminates 02/19/93. There are 20 working days in the month:

$$15 \div 20 = .75 \times 2 = 1.5 \text{ days accrual for that month.}$$

2. When an employee is working less than 100%:

$$2 \text{ days} \times \text{FTE \%} = \text{Leave Accrual}$$

EXAMPLE: Mary Smith is employed at 75% FTE.

$$2 \times 75\% = 1.5 \text{ days per month leave accrual.}$$

FORMULAS FOR CALCULATING CLASSIFIED LEAVE

1. When an employee is working less than 100% and on leave without pay:

- a. Refer to leave accrual chart to calculate number of days eligible for accrual.

Total accrued leave hours for actual days worked or in paid leave status X FTE%
= leave accrual.

EXAMPLE: Bill Smith is employed 53 % and was on leave without pay 16 hours in a 21-day month.

$$9 \text{ hours (accrual for 19 days)} \times 53\% \text{ FTE} = 4.8 \text{ hours leave accrual.}$$

2. Intermittent Leave Accrual

- a. Leave accrual is based on amount of hours worked and in paid leave status each month.
- b. Tabulate time worked and in paid leave status each month from timesheets.
- c. Enter total hours worked and in paid leave status monthly in left hand corner of each month.

Total hours worked ÷ by total # of workdays (including holidays X 8) = _____ X 10
= leave accrual.

EXAMPLE: Mary Smith worked 105 hours in a 21 workday month.

$$105 \div (21 \times 8) = .63 \times 10 = 6.3 \text{ hours leave accrual for that month.}$$

3. Holiday Pay Calculation for Intermittents

- a. To determine if a Classified Intermittent is eligible for holiday pay, the job incumbent must meet the following criteria:
 1. Must be targeted for Health Insurance Benefits.
 2. Must have worked at least one (1) shift in both the current and previous pay periods.
 3. Must not have been on leave without pay on the regularly scheduled workday before the holiday.
- b. For the purpose of computing holiday pay for Intermittent employees, refer to the current payroll schedule or contact Technical Services at ext 3504.
- c. The formula for computing holiday pay for Intermittent employee is as follows:

Totals hours worked and in paid leave status in a pay period (straight time only) ÷ (total working hours possible in a pay period - holiday hours) x 8 = amount of hours for holiday pay.

EXAMPLE: John Doe worked 42 hours during the pay period August 27, 1995 and September 11, 1995. Labor Day was on September 4, 1995.

$$42 \div (88 - 8) = .53 \times 8 = 4.2 \text{ hours of holiday pay.}$$