

**Leave Accrual Chart for 2022
(Full-Time Employees)**

Leave Period Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
01	01/03 - 01/16	4	6	8	4
02	01/17 - 01/30	8	12	16	8
03	01/31 - 02/13	12	18	24	12
04	02/14 - 02/27	16	24	32	16
05	02/28 - 03/13	20	30	40	20
06	03/14 - 03/27	24	36	48	24
07	03/28 - 04/10	28	42	56	28
08	04/11 - 04/24	32	48	64	32
09	04/25 - 05/08	36	54	72	36
10	05/09 - 05/22	40	60	80	40
11	05/23 - 06/05	44	66	88	44
12	06/06 - 06/19	48	72	96	48
13	06/20 - 07/03	52	78	104	52
14	07/04 - 07/17	56	84	112	56
15	07/18 - 07/31	60	90	120	60
16	08/01 - 08/14	64	96	128	64
17	08/15 - 08/28	68	102	136	68
18	08/29 - 09/11	72	108	144	72
19	09/12 - 09/25	76	114	152	76
20	09/26 - 10/09	80	120	160	80
21	10/10 - 10/23	84	126	168	84

Leave Period Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
22	10/24 - 11/06	88	132	176	88
23	11/07 - 11/20	92	138	184	92
24	11/21 - 12/04	96	144	192	96
25	12/05 - 12/18	100	150	200	100
26	12/19 - 01/01	104	160*	208	104

***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.
- For employees who work a **part-time schedule**, the rate of leave accrual is as follows:

Annual Leave

Years of Service

Accrual Rate per Hours in a Pay Status

Less than 3
3 to 15
15 or more

1 hour for each 20
1 hour for each 13
1 hour for each 10

Sick leave accrues at 1 hour for every 20 hours in a pay status regardless of years of service.