

Vac-Hol Accrual Rates

	Length of Employment	Accrual Rate Per Hour*	Total # of Weeks	Cap	80 Hours	72 Hours
New Hire	0 – 3 Months (Accrued but not accessible during 90 day introductory period)	0.10783	5.0	300	8.63	7.76
A.	3+ months - 5 years	0.10783	5.0	300	8.63	7.76
B.	5+ years – 10 years	0.13210	6.0	360	10.57	10.57
C.	10+ years	0.15762	7.0	420	12.61	12.61

Employees may accrue Vacation/Holiday hours on the following **hours up to 80 hours per pay period.**

*Hours worked include: Regular hours, Overtime hours, Call back hours, Education hours, Orientation hours, Make up Day Regular hours, In-service hours, Jury Duty hours, Witness Duty hours, Bereavement hours, Vacation/Holiday Leave utilized when asked to flex off, and hours missed when asked to flex off where Vacation/Holiday Leave is not utilized.

Reference: Vacation/Holiday Leave Policy