

January 06, 2004

TO: ALL BENEFIT ELIGIBLE STAFF

RE: Change to Accrual Processing Effective January 2004

FM: Human Resource Services

In preparation for future enhancements and to simplify the math, the vacation, sick leave and personal days accrual rates and balances will be modified to show 2 decimal places instead of the 6 currently in use. Here's a summary of the changes that will occur beginning with the second biweekly check in January (01/28/2004 check date for the 01/04/04 – 01/17/04 pay period).

Non-exempt vacation accrual – up to 5 years service:
changes from 1.846154 Hrs/Wk to 1.850000 Hrs/Wk

Non-exempt vacation accrual – 5 to 15 years service:
changes from 2.615385 Hrs/Wk to 2.620000 Hrs/Wk

Non-exempt vacation accrual – 15 years and more service:
changes from 3.384615 Hrs/Wk to 3.390000 Hrs/Wk

Non-exempt sick leave accrual:
changes from 1.846154 Hrs/Wk to 1.850000 Hrs/Wk

Exempt vacation accrual - up to 5 years service:
changes from 11.333333 to 11.340000 Hrs/Month

Exempt vacation accrual - 5 years and more service:
changes from 14.666667 to 14.670000 Hrs/Month

Exempt sick leave accrual, remains at 8.000000 Hrs/Month

The beginning and ending balances will also be changed to show value in two decimal places. For example, 132.639967 will be changed to 132.64.

If you have any questions about this, please contact us by e-mail or telephone 341-4241.