

**ABILENE CHRISTIAN UNIVERSITY
LEAVE ACCRUALS CHART**

VACATION LEAVE ACCRUAL TABLE			
Years of Service	Hours per Year	Accrual per Month	Accrual Per Hour
0-4	80.00	6.66667	0.03846
5-9	120.00	10.00000	0.05769
10-14	140.00	11.66667	0.06731
15+	160.00	13.33333	0.07692

1. In this field enter the number of hours that will be used to calculate the accrual hours to be manually added in the Banner system.
2. Accrual Rate in the cell enter "=" and click on the accrual per hour that is relevant to the employees years of service.
3. The Manual Accrual should populate in the cell C12, because of the existing formula that multiplies the Hours to Calc by the Accrual Rate. This is the amount to add to the Hours Accrued on the Banner Form PEALEAV VACA code.

Hours to Calc	Accrual Rate	Manual Accrual
248.00	0.07692	19.07729

SICK LEAVE ACCRUAL TABLE			
EMPLOYEE TYPE	Hours per Year	Accrual per Pay Period	Accrual Per Hour
Monthly	144.00	12	0.06923
Non-exempt	144.00	6	0.06923

For the sick leave the same process that is stated above I applied here. This area is mostly necessary for non-exempt staff. In Banner, you will enter the Manual Accrual on the PEALEAV form to the designated SICK leave code field for Hours Accrued.

Hours to Calc	Accrual Rate	Manual Accrual
248.00	0.06923	17.16857

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5-9	120.00	10.00000	0.05769
10-14	140.00	11.66667	0.06731
15+	160.00	13.33333	0.07692

Vacation accrual does not occur on supplemental earnings, overtime, or bonus pay. Vacation hours roll effective 12/31 of the year up to 80.00 hours. Any hours in excess of 80.00 are lost if not used prior to the 12/31 date of the year. For any special agreements, the HR and Payroll staff will need the written agreement with the appropriate signatures to process manually.

SICK LEAVE ACCRUAL TABLE			
EMPLOYEE TYPE	Hours per Year	Accrual per Pay Period	Accrual Per Hour
Monthly	144.00	12	0.06923
Non-exempt	144.00	6	0.06923

Sick leave is an ongoing accrual up to 1040.00 hours. Once this number of sick hours is reached the accrual will stop until usage occurs.

HOLIDAY LEAVE ACCRUAL TABLE			
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Holiday Hours are awarded annually to eligible employees at the beginning of the fiscal year on 6/1, and must be used or lost prior to 5/31. The number of holiday hours awarded will vary according to the university holiday calendar. Please use the calendar on the university website for reference to office closings and coordination of holiday hour usage when the university offices will remain open.

Independence Day	8.00	**Manual adjustments to the Holiday Line normally only occur when a person is hired in the midst of a fiscal year, an employee changes employee class designations. For example, an employee goes from accrual as a NH (nonexempt half-time) to EF (exempt full-time). The holiday leave will need to be increased. If it is a new employee you will only want them to accrue holiday hours that will follow their hire date and not the full total for the fiscal year.
Labor Day	8.00	
Thanksgiving	24.00	
Christmas Closure*	48.00	
New Year's Day	8.00	
MLK Day	8.00	
Spring Break Day	8.00	
Good Friday	8.00	
Memorial Day	8.00	
TOTAL HRS	128.00	

*Christmas Closure hours will vary dependent upon the position of Christmas within the work week.