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## Personnel Policies for Staff Members

### Vacation Credit Tables

#### Grandparented Professionals and Support Staff <sup>1</sup>

#### Employees Having Less Than 5 Years of Qualifying Service <sup>2</sup>

Number of Hours on Pay Status					
160- Hr. Month <small>3</small>	168- Hr. Month <small>3</small>	176- Hr. Month <small>3</small>	184- Hr. Month <small>3</small>	Percent of Time on Pay Status	Hours of Vacation Earned
0 - 7	0 - 8	0 - 9	0 - 11	0 - 4	0
8 - 23	9 - 25	10 - 26	12 - 29	5 - 14	1
24 - 39	26 - 41	27 - 42	30 - 47	15 - 24	2
40 - 55	42 - 58	43 - 60	48 - 65	25 - 34	3
56 - 71	59 - 75	61 - 78	66 - 83	35 - 44	4
72 - 87	76 - 92	79 - 96	84 - 101	45 - 54	5
88 - 103	93 - 109	97 - 114	102 - 119	55 - 64	6
104 - 119	110 - 125	115 - 131	120 - 137	65 - 74	7
120 - 135	126 - 142	132 - 149	138 - 156	75 - 84	8
136 - 151	143 - 159	150 - 167	157 - 174	85 - 94	9
152 -	160 -	168 -	176 -	95 -	10

152 -	160 -	168 -	176 -	184 -	95 -	10
160	168	176	184	100		

**Employees Having 5 but Less Than 10 Years of Qualifying Service<sup>2</sup>**

**Number of Hours on Pay Status**

<b>160- Hr. Month 3</b>	<b>168- Hr. Month 3</b>	<b>176- Hr. Month 3</b>	<b>184- Hr. Month 3</b>	<b>Percent of Time on Pay Status</b>	<b>Hours of Vacation Earned</b>
0 - 5	0 - 6	0 - 7	0 - 8	0 - 4	0
6 - 19	7 - 21	8 - 22	9 - 23	5 - 12	1
20 - 32	22 - 35	23 - 36	24 - 37	13 - 21	2
32.1 - 46	36 - 50	37 - 51	38 - 52	22 - 29	3
47 - 59	51 - 63	52 - 66	53 - 68	30 - 37	4
60 - 72	64 - 77	67 - 80	69 - 83	38 - 45	5
73 - 86	78 - 91	81 - 95	84 - 99	46 - 54	6
87 - 99	92 - 104	96 - 109	100 - 114	55 - 62	7
100 - 113	105 - 119	110 - 124	115 - 130	63 - 70	8
114 - 126	120 - 133	125 - 139	131 - 145	71 - 79	9
127 - 139	134 - 146	140 - 153	146 - 160	80 - 87	10
140 - 153	147 - 161	154 - 168	161 - 176	88 - 95	11
154 - 160	162 - 168	169 - 176	177 - 184	96 - 100	12

**Employees Having At Least 10 but Less Than 15 Years of Qualifying Service<sup>2</sup>**

**Number of Hours on Pay Status**

160- Hr. Month 3	168- Hr. Month 3	176- Hr. Month 3	184- Hr. Month 3	Percent of Time on Pay Status	Hours of Vacation Earned
0 - 6	0 - 6	0 - 7	0 - 7	0 - 4	0
7 - 17	7 - 18	8 - 19	8 - 20	5 - 10	1
18 - 28	19 - 30	20 - 31	21 - 33	11 - 17	2
29 - 39	31 - 42	32 - 44	34 - 46	18 - 25	3
40 - 51	43 - 54	45 - 56	47 - 59	26 - 32	4
52 - 62	55 - 66	57 - 69	60 - 72	33 - 39	5
63 - 73	67 - 78	70 - 81	73 - 85	40 - 46	6
74 - 85	79 - 90	82 - 94	86 - 98	47 - 53	7
86 - 97	91 - 102	95 - 106	99 - 111	54 - 60	8
98 - 108	103 - 114	107 - 119	112 - 124	61 - 67	9
109 - 119	115 - 125	120 - 131	125 - 137	68 - 74	10
120 - 131	126 - 138	132 - 144	138 - 151	75 - 82	11
132 - 142	139 - 150	145 - 157	152 - 164	83 - 89	12
143 - 154	151 - 162	158 - 169	165 - 177	90 - 96	13
155 - 160	163 - 168	170 - 176	178 - 184	97 - 100	14

**Employees Having 15 or More Years of Qualifying Service<sup>2</sup>**

**Number of Hours on Pay Status**

160- Hr. Month 3	168- Hr. Month 3	176- Hr. Month 3	184- Hr. Month 3	Percent of Time on Pay Status	Hours of Vacation Earned
0 - 5	0 - 5	0 - 5	0 - 5	0 - 4	0

6 - 14	6 - 16	6 - 16	6 - 16	5 - 10	1
15 - 24	17 - 26	17 - 27	17 - 27	11 - 16	2
25 - 34	27 - 37	28 - 38	28 - 39	17 - 22	3
35 - 44	38 - 47	39 - 49	40 - 51	23 - 28	4
45 - 54	48 - 58	50 - 60	52 - 62	29 - 35	5
55 - 64	59 - 68	61 - 71	63 - 74	36 - 41	6
65 - 74	69 - 79	72 - 82	75 - 85	42 - 47	7
75 - 84	80 - 89	83 - 93	86 - 97	48 - 53	8
85 - 94	90 - 99	94 - 104	98 - 109	54 - 59	9
95 - 104	100 - 110	105 - 115	110 - 120	60 - 65	10
105 - 114	111 - 120	116 - 126	121 - 132	66 - 71	11
115 - 124	121 - 131	127 - 137	133 - 143	72 - 78	12
125 - 134	132 - 141	138 - 148	144 - 155	79 - 84	13
135 - 144	142 - 152	149 - 159	156 - 166	85 - 90	14
145 - 154	153 - 162	160 - 170	167 - 178	91 - 96	15
155 - 160	163 - 168	171 - 176	179 - 184	97 - 100	16

<sup>1</sup> Staff members who were in the AandPS Program as of June 30, 1996 continue to accrue vacation under the AandPS schedule until whichever event occurs first—a break in service of 4 or more months or promotion to a position classified as a Manager/Senior Professional position.

<sup>2</sup> A month on pay status at 1/2 time or more is counted as 1 month of qualifying service.

<sup>3</sup> Hours on pay status, including paid holiday hours, but excluding all paid overtime hours.

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