

Vacation 2019

	Daily Rate	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Exempt Professional / Managerial													
First 9 years (full time)	0.6034	13.8 8	12.0 7	12.6 7	13.2 7	13.8 8	12.0 7	13.8 8	13.2 7	12.6 7	13.8 8	12.6 7	13.2 7
Exempt Professional / Managerial													
After 9 years (full time)	0.7471	17.1 8	14.9 4	15.6 9	16.4 4	17.1 8	14.9 4	17.1 8	16.4 4	15.6 9	17.1 8	15.6 9	16.4 4
Administrative Positions (full time)	0.7471	17.1 8	14.9 4	15.6 9	16.4 4	17.1 8	14.9 4	17.1 8	16.4 4	15.6 9	17.1 8	15.6 9	16.4 4

Sick 2019

All exempt full time employees	0.3448	7.93	6.90	7.24	7.59	7.93	6.90	7.93	7.59	7.24	7.93	7.24	7.59
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In calculating the amount of accruals you will receive each month, please use the following formula.

Daily Rate x FTE% x number of business days in the month

Example - Full time employee in January. 23 business days in January

$$0.6034 \times 100\% \times 23 = 13.88$$

[Please refer to the HR policy manual for maximum accrual information.](#)

