

## Vacation 2018

	Daily Rate	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Exempt Professional / Managerial First 9 years (full time)	0.6034	13.88	12.07	13.27	12.67	13.88	12.67	13.27	13.88	12.07	13.88	13.27	12.67
Exempt Professional / Managerial After 9 years (full time)	0.7471	17.18	14.94	16.44	15.69	17.18	15.69	16.44	17.18	14.94	17.18	16.44	15.69
Administrative Positions (full time)	0.7471	17.18	14.94	16.44	15.69	17.18	15.69	16.44	17.18	14.94	17.18	16.44	15.69

## Sick 2018

All exempt full time employees	0.3448	7.93	6.90	7.59	7.24	7.93	7.24	7.59	7.93	6.90	7.93	7.59	7.24
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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.](#)