

PRORATION SCHEDULE FOR VACATION / SICK LEAVE ACCRUALS AND HOLIDAYS

HOURS APPOINTED PER WEEK (A)	YEARS OF SERVICE (B)									HOURS ACCRUED BASED ON HOURS APPOINTED (A) AND YEARS OF SERVICE (B)	SICK	HOLIDAY	HOLIDAY
	0 BUT	2 BUT	5 BUT	10 BUT	15 BUT	20 BUT	25 BUT	30 BUT	35 AND				
	< 2 YR	< 5 YR	< 10 YR	< 15 YR	< 20 YR	< 25 YR	< 30 YR	<35 YR	OVER				
20	4.00	4.50	5.00	5.50	6.50	7.50	8.50	9.50	10.50	4.00	4.00	2.00	
21	4.24	4.77	5.30	5.83	6.89	7.95	9.01	10.07	11.13	4.24	4.24	2.12	
22	4.40	4.95	5.50	6.05	7.15	8.25	9.35	10.45	11.55	4.40	4.40	2.20	
23	4.64	5.22	5.80	6.38	7.54	8.70	9.86	11.02	12.18	4.64	4.64	2.32	
24	4.80	5.40	6.00	6.60	7.80	9.00	10.20	11.40	12.60	4.80	4.80	2.40	
25	5.04	5.67	6.30	6.93	8.19	9.45	10.71	11.97	13.23	5.04	5.04	2.52	
26	5.20	5.85	6.50	7.15	8.45	9.75	11.05	12.35	13.65	5.20	5.20	2.60	
27	5.44	6.12	6.80	7.48	8.84	10.20	11.56	12.92	14.28	5.44	5.44	2.72	
28	5.60	6.30	7.00	7.70	9.10	10.50	11.90	13.30	14.70	5.60	5.60	2.80	
29	5.84	6.57	7.30	8.03	9.49	10.95	12.41	13.87	15.33	5.84	5.84	2.92	
30	6.00	6.75	7.50	8.25	9.75	11.25	12.75	14.25	15.75	6.00	6.00	3.00	
31	6.24	7.02	7.80	8.58	10.14	11.70	13.26	14.82	16.38	6.24	6.24	3.12	
32	6.40	7.20	8.00	8.80	10.40	12.00	13.60	15.20	16.80	6.40	6.40	3.20	
33	6.64	7.47	8.30	9.13	10.79	12.45	14.11	15.77	17.43	6.64	6.64	3.32	
34	6.80	7.65	8.50	9.35	11.05	12.75	14.45	16.15	17.85	6.80	6.80	3.40	
35	7.04	7.92	8.80	9.68	11.44	13.20	14.96	16.72	18.48	7.04	7.04	3.52	
36	7.20	8.10	9.00	9.90	11.70	13.50	15.30	17.10	18.90	7.20	7.20	3.60	
37	7.44	8.37	9.30	10.23	12.09	13.95	15.81	17.67	19.53	7.44	7.44	3.72	
38	7.60	8.55	9.50	10.45	12.35	14.25	16.15	18.05	19.95	7.60	7.60	3.80	
39	7.84	8.82	9.80	10.78	12.74	14.70	16.66	18.62	20.58	7.84	7.84	3.92	
40	8.00	9.00	10.00	11.00	13.00	15.00	17.00	19.00	21.00	8.00	8.00	4.00	

Accrual grants are earned based on an employees appointed hours and their length of service. For appointed hours less than full time the grants are prorated and earned exactly as calculated.

Accruals can only be used and recorded in increments of the quarter hour. (ex: .25, .50, .75,1,1.25,1.50, etc.)

Employees shall have their sick leave balance restored if re-employed by the state within twelve (12) months of termination/resignation provided there has been a break in service of at least one (1) month since the separation.

If the employee's anniversary date falls on the first calendar day of the month, the higher accrual rate is effective that month. If the anniversary date is any other day, the higher accrual will begin the first calendar day of the following month.

Vacation balances are paid upon separation.

The maximum vacation hours allowed to be paid are 784 hours.

One half of the sick leave balance is paid to the estate of a deceased employee, not to exceed 336 hours.

Link for this table can be found at: <http://www.utmb.edu/finance/payrollservices/resources/maxcarry.pdf>