1. **Tenure Based Accrual Schedule: Vacation for Non-Exempt Staff Employees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years of Service** | **12-Month Vacation Allotment** | **11-Month Vacation Allotment** | **10-Month Vacation Allotment** | **9-Month Vacation Allotment** |
| Calendar Year of Hire | Link to Breakdown | Link to Breakdown | Link to Breakdown | Link to Breakdown |
| Initial January 1 after hire | 10 days | 9 days | 8 days | 7 days |
| January 1st after the 5th anniversary | 15 days | 14 days | 13 days | 11 days |
| January 1st after the 10th anniversary | 20 days | 18 days | 17 days | 15 days |
| January 1st after the 20th anniversary (grandfathered employees hired prior to 01/01/2000) | 25 days | 23 days | 21 days | 19 days |

1. **Tenure Based Accrual Schedule: Vacation for Exempt Staff** **Employees (Up to Bands I & Health Center RNs)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years of Service** | **12-Month Vacation Allotment** | **11-Month Vacation Allotment** | **10-Month Vacation Allotment** | **9-Month Vacation Allotment** |
| Calendar Year of Hire | Link to Breakdown | Link to Breakdown | Link to Breakdown | Link to Breakdown |
| Initial January 1 after hire | 15 days | 14 days | 13 days | 11 days |
| January 1st after the 3rd anniversary | 23 days | 21 days | 19 days | 17 days |

1. **Tenure-Based Accrual Schedule: Vacation for Exempt Staff** **Employees (Bands J-M)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years of Service** | **12-Month Vacation Allotment** | **11-Month Vacation Allotment** | **10-Month Vacation Allotment** | **9-Month Vacation Allotment** |
| Calendar Year of Hire | Link to Breakdown | Link to Breakdown | Link to Breakdown | Link to Breakdown |
| Initial January 1 after hire | 23 days | 21 days | 19 days | 17 days |

**D. Month-of-Hire Breakdown of Days**

|  |
| --- |
| **Non-Exempt** |
| **Remaining Months** | **Month of hire** | **12-Month** | **11-Month** | **10-Month** | **9-Month** |
| 11 | January | 9 | 8 | 7 | 6 |
| 10 | February | 8 | 8 | 7 | 6 |
| 9 | March | 8 | 7 | 6 | 5 |
| 8 | April | 7 | 6 | 5 | 5 |
| 7 | May | 6 | 5 | 5 | 4 |
| 6 | June | 5 | 5 | 4 | 4 |
| 5 | July | 4 | 4 | 3 | 3 |
| 4 | August | 3 | 3 | 3 | 2 |
| 3 | September | 3 | 2 | 2 | 2 |
| 2 | October | 2 | 2 | 1 | 1 |
| 1 | November | 1 | 1 | 1 | 1 |
| 0 | December | 0 | 0 | 0 | 0 |
| **Exempt (Up to Band I, T-G to T-I, & Health Center RNs)** |
| **Remaining Months** | **Month of hire** | **12-Month** | **11-Month** | **10-Month** | **9-Month** |
| 11 | January | 14 | 13 | 12 | 10 |
| 10 | February | 13 | 12 | 11 | 9 |
| 9 | March | 11 | 11 | 10 | 8 |
| 8 | April | 10 | 9 | 9 | 7 |
| 7 | May | 9 | 8 | 8 | 6 |
| 6 | June | 8 | 7 | 7 | 6 |
| 5 | July | 6 | 6 | 5 | 5 |
| 4 | August | 5 | 5 | 4 | 4 |
| 3 | September | 4 | 4 | 3 | 3 |
| 2 | October | 3 | 2 | 2 | 2 |
| 1 | November | 1 | 1 | 1 | 1 |
| 0 | December | 0 | 0 | 0 | 0 |
| **Exempt (Bands J-M, All T-J, T-K)** |
| **Remaining Months** | **Month of hire** | **12-Month** | **11-Month** | **10-Month** | **9-Month** |
| 11 | January | 21 | 19 | 17 | 16 |
| 10 | February | 19 | 18 | 16 | 14 |
| 9 | March | 17 | 16 | 14 | 13 |
| 8 | April | 15 | 14 | 13 | 11 |
| 7 | May | 13 | 12 | 11 | 10 |
| 6 | June | 12 | 11 | 10 | 9 |
| 5 | July | 10 | 9 | 8 | 7 |
| 4 | August | 8 | 7 | 6 | 6 |
| 3 | September | 6 | 5 | 5 | 4 |
| 2 | October | 4 | 4 | 3 | 3 |
| 1 | November | 2 | 2 | 2 | 1 |
| 0 | December | 0 | 0 | 0 | 0 |

1. **Part time employees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Years of service | **12-Month** **Vacation Allotment (hours)** | **11-Month Vacation Allotment (hours)** | **10-Month Vacation Allotment (hours)** | **9-Month Vacation Allotment****(hours)** |
| Initial January 1 after hire  | 20  | 18 | 17 | 15 |
| After the 5th Anniversary | 40  | 37 | 33 | 30 |

1. **Month of hire breakdown for part time employees.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month of Hire** | **12 Month** | **11 Month** | **10 Month** | **9 Month** |
| January | 18 | 16 | 15 | 13 |
| February | 17 | 16 | 15 | 13 |
| March | 15 | 15 | 15 | 13 |
| April | 13 | 13 | 13 | 13 |
| May | 12 | 12 | 12 | 12 |
| June | 10 | 10 | 10 | 10 |
| July | 8 | 8 | 8 | 8 |
| August | 7 | 7 | 7 | 7 |
| September | 5 | 5 | 5 | 5 |
| October | 3 | 3 | 3 | 3 |
| November | 2 | 2 | 2 | 2 |
| December | 0 | 0 | 0 | 0 |