

# Leave Accrual Rates

## Personnel Regulations (2023)

5.32 PERSONAL LEAVE ACCRUAL RATES Personal leave will accrue at the following rates:

- ◆ during the 1st and 2nd year of service .....15 days per year
- ◆ during the 3rd, 4th, and 5th year of service ..... 21 days per year
- ◆ during the 6th year of service and thereafter .....24 days per year.

The Finance Office maintains records for each employee as to the amount of annual leave accrued and used by each employee. A day of leave is defined as eight hours for a full-time regular employee or the number of hours equal to the average “day” for a part-time regular employee.

5.40. SICK LEAVE Regular full-time employees shall accrue sick leave at the rate of one day per month. Regular part-time employees will accrue sick leave as a percentage of time actually worked based on a full-time equivalent. Accrued sick leave may be taken when on probation.

## CBA Public Employees Local 71 (07/01/2022-06/30/2025)

### Section 3. Personal Leave Accrual Rates

Personal leave will accrue at the following rates:

- 1st and 2nd year of service 120 hrs. per year
- 3rd, 4th and 5th year of service 168 hrs. per year
- 6th, 7th, 8th, 9th year of service 200 hrs. per year
- During the 10th year of service and thereafter 230 hrs. per year

Same as Personnel Regulations (2023).

## CBA Public Safety Employees Association (07/01/2022-06/30/2025)

### Section 3. Personal Leave Accrual Rates

Personal leave will accrue at the following rates: Length of Service Earned Annually

- 0 through 2 years 18 days
- Over 2 years, less than 5 years 24 days
- Over 5 years, less than 10 years 27 days
- 10 years and over 31 days

Same as Personnel Regulations (2023)