Vacation Leave Accrual Charts

Accrual Charts for full-time, 12 mont employees. Full-time is defined as working 40 hours per week times 52 weeks per year (2,080 annual hours).														
Levels F - M, and IT Band 1						Levels E & D, and IT Bands 2 & 3						Levels A - C & X, and IT Bands 4 & 5		
	Exempt Accrual Rate	Hourly Accrual Rate	Total Hours Accrued per Year	Maximum Hours Accrued			Exempt Accrual Rate	Hourly Accrual Rate	Total Hours Accrued per Year	Maximum Hours Accrued			Exempt Accrual Rate	Total Hours Accrued per Year	Maximum Hours Accrued
0 - 5 years	6.67	3.08	80	160		0 - 5 years	10.00	4.62	120	240		0 years +	13.34	160	320
5 -10 years	8.00	3.69	96	192		5 - 10 years	11.34	5.23	136	272					
10 - 15 years	10.00	4.62	120	240		10 years +	13.34	6.15	160	320					
15 years +	13.34	6.15	160	320											

If you are not full-time, your accrual will be pro-rated based on the full-time accrual rate. Use the following formula to determine your vacation accrual rate based on your full-time equivalent (FTE). For vacation accrual purposes, full-time is defined as working 40 hours per week, all 12 months of the year (40 times 52 weeks = 2,080 hours).

Formula:

Divide your annual hours by 2,080 to determine your FTE %. Then, multiply your FTE % by the accrual rate for your job level and years of service.

Example # 1

I work 28 hours per week for 52 weeks of the year. I am a level E with 3 years of service. 28 hours times 52 weeks = 1,456 hours per year.

       Biweekly paid: 1,456 divided by 2080 = .70 FTE times 4.62 accrual rate = 3.23 hours earned per pay period

OR:

       Monthly paid: 1,456 divided by 2080 = .70 FTE times 10.00 accrual rate = 7.0 hours earned per month

Example # 2

I work 32 hours per week for 39 weeks of the year. I am a level F with 7 years of service. 32 hours times 39 weeks = 1,248 hours per year.

       Biweekly paid: 1,248 divided by 2080 = .60 FTE times 3.69 accrual rate = 2.21 hours earned per pay period.

OR:

       Monthly paid: 1,248 divided by 2080 = .60 FTE times 8.00 accrual rate = 4.8 hours per month.

Example # 3

I work 36 hours per week for 52 weeks of the year. I am a level H with 15 years of service. 36 hours times 52 weeks = 1,872 hours per year.

       Biweekly paid: 1,872 divided by 2080 = .90 FTE times 6.15 accrual rate = 5.53 hours earned per pay period.

OR:

       Monthly paid: 1,872 divided by 2080 = .90 FTE times 13.34 accrual rate = 12 hours per month.

https://www.creighton.edu/fileadmin/user/AdminFinance/HumanResources/docs/General_site_docs/Vacation_Accrual_Chart/Vacation_Accrual_Charts_2016-04-01.pdf