2415 – Accrual Chart for Vacation, Sick and Personal Leave Benefits

Vacation Leave

Eligible Position Class(es):
- President
- Vice President and Deans

Years of Service	Annual Hours	Monthly Hours	Maximum Hours
0-4	168.00	14.00	320.00
5-9	192.00	16.00	350.00
10-14	216.00	18.00	350.00
15-19	240.00	20.00	350.00
20 & after	264.00	22.00	350.00

Eligible Position Class(es):
- 12-Month Full-Time Faculty-Barton Campus
- Full Time Exempt Staff

Years of Service	Annual Hours	Monthly Hours	Maximum Hours
0-4	96.00	8.00	240.00
5-9	144.00	12.00	264.00
10-14	168.00	14.00	264.00
15-19	192.00	16.00	264.00
20 & after	216.00	18.00	264.00

Eligible Position Class(es):
- 12-Month Full-Time Faculty-Fort Riley

Years of Service	Annual Hours	Monthly Hours	Maximum Hours
0-4	240.00	20.00	240.00
5-9	264.00	22.00	264.00
10-14	288.00	24.00	264.00
15-19	312.00	26.00	264.00
20 & after	336.00	28.00	264.00

Eligible Position Class(es):
- Full-Time Hourly Staff

Years of Service	Annual Hours	Monthly Hours	Maximum Hours
0-4	84.00	7.00	240.00
5-9	120.00	10.00	264.00
10-14	144.00	12.00	264.00
15-19	168.00	14.00	264.00
20 & after	192.00	16.00	264.00

Sick Leave

Eligible Position Class(es):
- President
- Vice President and Deans
- 9-Month Full-time Faculty
- 10-Month Full-time Faculty
- 11-Month Full-time Faculty
- 12-Month Full-time Faculty Barton Campus
- 12-Month Full-time Faculty-Fort Riley Campus
- Full-time Exempt Staff
- Full-time Exempt Staff Less Than 12 Months
- Full-time Hourly Staff
- Full-time Hourly Staff Less Than 12 Months

Annual Hours	Monthly Hours	Maximum Hours
96.00	8.00	960.00

Eligible Position Class(es):
- Part-time Hourly Staff (Partial Benefits)

Annual Hours	Monthly Hours	Maximum Hours
Depends on number of hours worked	Approximately .0462 hours per each hour worked	960.00

Personal Leave

Eligible Position Class(es):	Eligible Position Class(es):	Eligible Position Class(es):
• President • Vice President and Deans • 9-Month Full-time Faculty • 10-Month Full-time Faculty • 11-Month Full-time Faculty • 12-Month Full-time Faculty Barton Campus • 12-Month Full-time Faculty-Fort Riley Campus • Full-time Exempt Staff • Full-time Exempt Staff Less Than 12 Months • Full-time Hourly Staff • Full-time Hourly Staff Less Than 12 Months	• Part-time Faculty; Part-time Exempt Staff (PartBenefits)	• Adjunct Faculty/Exempt Staff (No Benefits)
Maximum Hours	Maximum Hours	Maximum Hours
16 hours per fiscal year	8 hours per fiscal year	4 hours per fiscal year

Notes: Leave accruals will be prorated whenever an employee misses 41 or more hours in a pay period. In addition, an employee may have a maximum of no more than 12 accruals per calendar year for sick and vacation leave.

Contact(s):

Director of Human Resources

Related Form(s):

Relevant Policy or Procedure: 1410 – Employee Leave; 2416-General Leave Requirements and Information; 2417-Clarification of Medical Related Leaves; 2418-Bereavement Leave; 2421-Family and Medical Leave; 2421A-FMLA Leave for Military Service Member's Families; 2423-Military Leave; 2424-Personal Leave; 2425-Personal Sick Leave; 2427-Vacation Leave

Approved by: President

Date: 11/6/06

Revision(s): 10/30/13 (minor revision); 1/23/17; 2/21/17 (minor revision); 3/28/19 (minor revision); 5/20/21 (minor revision)