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

Position Class	Vacation Leave Accrual	Vacation Leave Accrual After 5 Years of Service	Vacation Leave Accrual Maximum	Sick Leave Accrual	Sick Leave Accrual Maximum	Personal Leave Accrual Maximum
President	13.33 hours per month	13.33 hours per month	320 hours	8.0 hours per month	960 hours	16 hours per fiscal year
Vice President & Deans	13.33 hours per month	13.33 hours per month	320 hours	8.0 hours per month	960 hours	16 hours per fiscal year
9 Month Full-time Faculty	None	N/A	N/A	8.0 hours per month	960 hours	16 hours per fiscal year
10 Month Full-time Faculty	None	N/A	N/A	8.0 hours per month	960 hours	16 hours per fiscal year
12 Month Full-time Faculty – Barton County Campus	8.0 hours per month	11.33 hours per month	192 hours	8.0 hours per month	960 hours	16 hours per fiscal year
12 Month Full-time Faculty-Fort Riley	20.0 hours per month	20.0 hours per month	240 hours	8.0 hours per month	960 hours	16 hours per fiscal year
Full-time Exempt Staff	8.0 hours per month	11.33 hours per month	192 hours	8.0 hours per month	960 hours	16 hours per fiscal year
Full-time Exempt Staff Less Than 12 Months	None	N/A	N/A	8.0 hours per month	960 hours	16 hours per fiscal year
Part-time Exempt Staff 3/4 Time	None	N/A	N/A	6.0 hours per month	960 hours	N/A
Part-time Exempt Staff 1/2 Time	None	N/A	N/A	4.0 hours per month	960 hours	N/A
Full-time Hourly Staff	6.67 hours per month	10.0 hours per month	160 hours	8.0 hours per month	960 hours	16 hours per fiscal year
Full-time Hourly Staff Less Than 12 Months	None	N/A	N/A	8.0 hours per month	960 hours	16 hours per fiscal year
Part-time Hourly Staff (Partial Benefits)	None	N/A	N/A	Approximately .0462 hours per each hour	960 hours	N/A

				worked		

Note: Leave accruals will be prorated whenever an employees misses 41 or more hours in a pay period.

(Based on policy 1410; revised and approved by President on 11-6-06)

Minor revision 10/30/13