

Leave Accrual Chart for Kronos

Type of Leave	Years of Service	Accrued Hours per pay period	Accrued Minutes per pay period	Max Earnings Per Year (Hours)	Max Accrual - 2 years (hours)
Annual, Classified Staff	0 - 5 years	4	20	112.5	225
Annual, Classified Staff	more than 5, less than 10 yrs	5	12	135	270
Annual, Classified Staff	more than 10, less than 15 yrs	6	4	157.5	315
Annual, Classified Staff	more than 15 yrs	6	56	180	360
Annual, 12 mo Faculty and Non-Classified Staff	n/a	N/A	N/A	180	360
Sick	All	5	12	135	No Maximum
Annual leave for classified employees is credited bi-weekly, on the first day of the new pay period for the prior pay period					
Non-classified employees and 12 month faculty earn 2 days/15 hours of annual leave per month, credited in Kronos on the first day of the month for the prior month					
Sick leave for all employees is credited bi-weekly, on the first day of the new pay period for the prior pay period					