

## Vacation 2025

|   | Daily Rate | Jan   | Feb   | Mar   | Apr   | May   | Jun   | July  | Aug   | Sept  | Oct   | Nov   | Dec   |
|---|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Exempt Professional / Managerial<br>First 9 years (full time) | 0.6034     | 13.88 | 12.07 | 12.67 | 13.27 | 13.27 | 12.67 | 13.88 | 12.67 | 13.27 | 13.88 | 12.07 | 13.88 |
| Exempt Professional / Managerial<br>After 9 years (full time) | 0.7471     | 17.18 | 14.94 | 15.69 | 16.44 | 16.44 | 15.69 | 17.18 | 15.69 | 16.44 | 17.18 | 14.94 | 17.18 |
| Administrative Positions (full time)                          | 0.7471     | 17.18 | 14.94 | 15.69 | 16.44 | 16.44 | 15.69 | 17.18 | 15.69 | 16.44 | 17.18 | 14.94 | 17.18 |

## Sick 2025

|                                |        |      |      |      |      |      |      |      |      |      |      |      |      |
|--------------------------------|--------|------|------|------|------|------|------|------|------|------|------|------|------|
| All exempt full time employees | 0.3448 | 7.93 | 6.90 | 7.24 | 7.59 | 7.59 | 7.24 | 7.93 | 7.24 | 7.59 | 7.93 | 6.90 | 7.93 |
|--------------------------------|--------|------|------|------|------|------|------|------|------|------|------|------|------|

In calculating the amount of accruals you will receive each month, please use the following formula.

### Daily Rate x FTE% x number of business days in the month

Example - Full time employee in January. 23 business days in January

$$0.6034 \times 100\% \times 23 = 13.88$$

[Please refer to the HR policy manual for maximum accrual information.](#)