

APPENDIX F

**VACATION CALCULATIONS FOR FULL TIME EMPLOYEES
WHO WORK LESS THAN 12 MONTHS**

9 Month Employee

YEAR	CALCULATION	DAYS	TOTAL HOURS
1-4	12 * 9/12	9.0	72
5	15 * 9/12	11.25	90
6	16 * 9/12	12.0	96
7	17 * 9/12	12.75	102
8	18 * 9/12	13.5	108
9	19 * 9/12	14.25	114
10	20 * 9/12	15.0	120

10 Month Employee

YEAR	CALCULATION	DAYS	TOTAL HOURS
1-4	12 * 10/12	10.0	80
5	15 * 10/12	12.5	100
6	16 * 10/12	13.33	106.67
7	17 * 10/12	14.17	113.33
8	18 * 10/12	15.0	120
9	19 * 10/12	15.83	126.67
10	20 * 10/12	16.67	133.33

11 Month Employee

YEAR	CALCULATION	DAYS	TOTAL HOURS
1-4	12 * 11/12	11.0	88
5	15 * 11/12	13.75	110
6	16 * 11/12	14.67	117.33
7	17 * 11/12	15.58	124.67
8	18 * 11/12	16.5	132
9	19 * 11/12	17.42	139.33
10	20 * 11/12	18.33	146.67

Payroll figures vacation time in hours per month. Divide the total hours of vacation by the number of months contracted to work. That number is the hours credited per month for the number of months of

contract (not the number of months the employee receives a pay check). Payroll credits the employee starting in September for 10 month employees. An 11 month employee's credit starts in August.

EXAMPLE: 10 month employee, 7th year of service (count working months)-Earns 14.17 days which is 113.33 hours. Divide 113.33 by 10 which is 11.33 hours per month. Beginning in September the employee is credited with 11.33 hours and is given this amount through June.

If you are a less than full time, less than 12-month employee, figure the percentage of total hours to which you are entitled.