

Computation of Vacation

Office and Clerical / Laboratory and Shop

Regular Full-time Employees	<p>Vacation is computed by the following formula during a fiscal year (July 1 to June 30):</p> <p style="padding-left: 40px;">Number of weeks worked x .424 = accumulated vacation days</p> <p>a. With a full year of service:</p> <p style="padding-left: 80px;">52 weeks x .424 = 22 accumulated vacation days</p> <p>b. With less than a full year of service or in a year in which an unpaid leave of absence has occurred, vacation is computed on the basis of the weeks that have been worked during a fiscal year (using the example of an employee who has worked only 38 weeks in a fiscal year).</p> <p style="padding-left: 80px;">38 weeks x .424 = 16 accumulated vacation days</p>								
Part-time Employees	<p>a. With a full year of service working the same number of hours each day and the same number of days each week, vacation is computed as a percentage of the full-time vacation benefit.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="border-right: 1px solid black; padding: 5px;">Regularly Scheduled Workweek</th> <th style="padding: 5px;">As a Percentage of the Five-day Workweek</th> </tr> </thead> <tbody> <tr> <td style="border-right: 1px solid black; padding: 5px;">3 days</td> <td style="padding: 5px;">60%</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">4 days</td> <td style="padding: 5px;">80%</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">5 days</td> <td style="padding: 5px;">100%</td> </tr> </tbody> </table> <p>For example: An employee working a three-day schedule of seven hours each. Three days is 60 percent of a five-day workweek. Therefore, the part-time employee's accumulated vacation time will be 60 percent of the full-time employee's.</p> <p style="padding-left: 40px;">52 weeks x .424 = 22 accumulated vacation days (full-time)</p> <p style="padding-left: 40px;">22 vacation days x 60% = 13 accumulated vacation days of 7 hours each (part-time)</p> <p>b. With less than a full year of service. A part-time employee with less than a full year of service or during a year in which an unpaid leave of absence has occurred, will have vacation computed based on the number of weeks that have been worked during the fiscal year. Continuing the previous example, if the part-time employee works 38 weeks during a fiscal year, vacation is computed as follows:</p> <p style="padding-left: 40px;">38 weeks x .424 = 16 accumulated vacation days (full-time)</p> <p style="padding-left: 40px;">16 vacation days x 60% = 10 accumulated vacation days of 7 hours each (part-time)</p> <p>c. With an irregular schedule. Employees working an irregular schedule where</p>	Regularly Scheduled Workweek	As a Percentage of the Five-day Workweek	3 days	60%	4 days	80%	5 days	100%
Regularly Scheduled Workweek	As a Percentage of the Five-day Workweek								
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the number of hours worked each day and/or the number of days worked each week may vary will have their vacation time computed on an "hours" basis by the following formulas:

1. Office and Clerical Staff

(Average schedule of hours worked each week / 36.25) x 3.074 x (# of weeks worked) = Accumulated vacation hours

2. Laboratory and Technical Staff

(Average schedule of hours worked each week / 40) x 3.392 x (# of weeks worked) = Accumulated vacation hours

To determine "average schedule of hours worked each week" for either an office and clerical or laboratory and technical staff member, please see Computation of Vacation: Employees with Irregular Work Schedules, and then calculate number of vacation days using the above computations.

Maintenance and Service

Regular Full-time Employees

Vacation is computed by the following formula during a fiscal year (July 1 to June 30):

Length of Service	Formula	Vacation Accumulated After One year
1-5 years	.193 x # of weeks worked	10 days
6-10 years	.289 x # of weeks worked	15 days
11-15 years	.385 x # of weeks worked	20 days
16-20 years	.424 x # of weeks worked	22 days
21 or more years	.481 x # of weeks worked	25 days

With less than a full year of service or in a year in which a leave of absence has occurred, vacation is computed on the basis of the weeks that have been worked during a fiscal year. For example:

An employee works 30 weeks during a fiscal year while in his/her first year of employment. Vacation is computed by the following formula:

$$.193 \times 30 \text{ weeks} = 6 \text{ vacation days accumulated}$$

When an employee begins his/her 6th, 11th, 16th, or 21st year of employment at any time during a fiscal year, vacation will be considered to have been accumulated at the new rate retroactive to the previous July 1.

Part-time Employees

a. With a full year of service. For employees working the same number of hours

each day and the same number of days each week, vacation is computed as a percentage of the full-time vacation benefit.

Regularly Scheduled Workweek	As a Percentage of the Five Day Workweek
3 days	60%
4 days	80%
5 days	100%

For example: An employee in his/her 6th year of employment works a three day schedule of 7 hours each. The accumulated vacation time is 60% of the full-time accumulated vacation.

$$52 \text{ weeks} \times .289 = 15 \text{ accumulated vacation days (full-time)}$$

$$15 \text{ vacation days} \times 60\% = 9 \text{ accumulated vacation days of 7 hours each (part-time)}$$

b. With less than a full year of service. A part-time employee with less than a full year of service or during a year in which an unpaid leave of absence has occurred, will have vacation computed based on the number of weeks that have been worked during the fiscal year. Continuing the previous example, if the part-time employee works 38 weeks during a fiscal year, vacation is computed as follows:

$$38 \text{ weeks} \times .289 = 11 \text{ accumulated vacation days (full-time)}$$

$$11 \text{ vacation days} \times 60\% = 7 \text{ accumulated vacation days of 7 hours each (part-time)}$$

Note: To calculate "average schedule of hours worked each week" for Office and Clerical or Laboratory and Technical Support Staffs, please use the following calculation system:

Computation of Vacation: Employees with Irregular Work Schedule

1. Determine whether you are calculating average schedule of hours for an Office and Clerical employee or a Laboratory and Technical employee.
 2. Determine the weekly part-time schedule of hours worked. Please note that in a biweekly work schedule the amount of hours worked by an employee in any week may vary, i.e., an employee may work a 40 hour biweekly schedule of 10 hours one week and 30 hours the next. For the purposes of the chart, divide the biweekly total of hours worked by two to get an average number of weekly hours worked. Continuing the example: $40 / 2 = 20$ average hours worked per week. Apply this average weekly number taken using the chart.
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