

Accrual Notes

Personal leave

Personal Leave accruals will be awarded at the **beginning** of the payroll period in which your anniversary date occurs. The amount of accruals given will be based on the percentage of full-time effort in effect on that date and will not be adjusted during the course of the year if there is a change of effort.

Personal Leave accrual balances will be brought to zero (0) at the **end of the payroll period immediately preceding** your anniversary date.

Holiday

RFMH holidays will be awarded based on your percentage of full-time effort in effect at the beginning of the payroll period in which the Holiday falls.

Note: If you are a part time employee who works 60%, in a location that works a standard 8 hour day, you will receive 4.8 hours of holiday, no matter how many hours you were scheduled to work on that particular day. If you are scheduled to work 6 hours on the day of the holiday, you will have to either use your accruals to charge the additional 1.2 hours to bring you up to the 6 hour total or arrange with your supervisor to make up the time in that pay period. On the other hand, if you are scheduled to work only 3 hours on the day of the holiday, you are getting 4.8 hours of holiday accruals and only charging 3 hours. So you will have the remaining 1.8 hours added to your Holiday accrual balance to use at another time.

In OTL, holidays and floating holidays are combined into one category and will no longer expire one year from the date they are earned; however the balance of holiday accruals may not exceed eight (8) days (based on 35, 37.5 or 40 hour work week) at any given time.

Vacation Accruals

Employees may carry more than thirty (30) days per year provided that the balance of vacation accruals does not exceed forty (40) days on the **last day of the last payroll** in the calendar year. For example the last payroll in 2011 is December 28th. **All accruals in excess of forty (40) days remaining on December 29, 2011 will be forfeited.**

***Keep in mind that the last payroll date varies each year. You should reference the payroll schedule published each year during Open Enrollment on our website to plan the use of your accruals accordingly.*

General Modifications

In OTL accruals can be earned and charged in less than ¼ hour increments. Timecards are the official record of actual time worked and should reflect your actual work hours.

- **For example:** If your regular work schedule is 9-5 with a lunch from 12- 12:30 and you actually arrive at 9:08, take lunch from 12:40 to 1:10 and leave for the day at 4:45 your timecard should reflect each of these specific times. In this example you would charge 23 minutes for the day.