

Accrual Requirements

Requirements for all accruals:

- System will verify that the employee's available balance for the selected accrual is greater than or equal to the number of hours requested prior to processing the employee's request.
- If an adjustment is made after time has been submitted the system should add the number of adjusted hours back to the available accrual balance for that accrual.
- Ability for system administrator override if there is an exception (entry and/or removal of accrual code, hours entered, and/or accrual balances).
- Ability for system administrator to adjust accruals for a prior pay period/history.
- Ability for system administrator override for maximums, minimums, and other rules.
- Ability to limit employee's view to eligible accruals only unless a workflow exists for approval.
- Note: A pay period is considered posted when all employee timesheets have been submitted, approved by the supervisors, and accepted by payroll. Any future changes to timesheets are considered history changes.

Code	Description	Eligibility	Calculations	Process	Notes
VAC	Vacation	<ul style="list-style-type: none"> • New hires: accrue but ineligible to use until 6 mos after accrual anniversary date (may differ from hire date) • In full pay status for 7 out of 10 scheduled workdays in pay period to accrue 	<ul style="list-style-type: none"> • < 7 completed yrs service: 3.75 hrs/pay period • >= 7 completed yrs service: 5.75 hrs/pay period • 8th anniversary date: .5 hrs added Bonus days: <ul style="list-style-type: none"> • 1 – 7 yrs: 1 day/yr of service • 8 – 14 yrs: 0 • 15 – 19 yrs: 1 day • 20 – 24 yrs: 2 days • 25 – 29 yrs: 3 days • 30 – 34 yrs: 4 days • 35+ yrs: 5 days • PT employees pro-rated 	<ul style="list-style-type: none"> • Maximum 300 hrs can be rolled over annually on 1/1. Excess hrs are forfeited. • Accruals are credited and available for use on the 10th scheduled workday of the pay period. 	
SIC	Sick	<ul style="list-style-type: none"> • In full pay status for 7 out of 10 scheduled workdays in pay period to accrue 	<ul style="list-style-type: none"> • 3.75 hrs/pay period • Maximum 1500 hrs • PT employees pro-rated 	<ul style="list-style-type: none"> • Note: scheduled workdays may differ from days worked (ex: weekends) • Accruals are credited and available for use on the 10th scheduled workday of the pay period. 	
SICFM	Sick - Family		<ul style="list-style-type: none"> • Maximum 15 days/yr 	<ul style="list-style-type: none"> • Calendar year • Does not accrue • Is subtracted from SIC up to annual maximum 	

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PER	Personal	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 37.5 hrs/yr PT employees pro-rated 	<ul style="list-style-type: none"> Granted in lump sum upon hire Granted annually on accrual anniversary date (may differ from hire date) Balance expires day before accrual anniversary date annually 	
HOL	Holiday	<ul style="list-style-type: none"> In full pay status day before and after to receive 	<ul style="list-style-type: none"> Specific dates designated as holidays No maximum annual rollover PT employees: hrs based on # of hrs scheduled for that day 	<ul style="list-style-type: none"> If employee worked on the holiday, the # hrs worked are credited as HOL to use at a later date, unless the employee chooses to be paid for the holiday (see HPDHR and HPDSA). 	<ul style="list-style-type: none"> Exceptions where PT employee is not scheduled to work on day of holiday
HPDHR	Holiday Paid Hourly	<ul style="list-style-type: none"> Worked on a designated holiday and wish to be paid on that day 		<ul style="list-style-type: none"> Enter project code hours in addition to holiday hours worked 	<ul style="list-style-type: none"> Payout instead of banking holiday
HPDSA	Holiday Paid Salary	<ul style="list-style-type: none"> Worked on a designated holiday and wish to be paid on that day 	<ul style="list-style-type: none"> Paid for hrs worked up to scheduled hrs for day 	<ul style="list-style-type: none"> Enter project code hours in addition to holiday hours worked 	<ul style="list-style-type: none"> Payout instead of banking holiday
SICHP	Sick Leave at Half Pay	<ul style="list-style-type: none"> HR approval 0 accruals in SIC, VAC, PER, HOL, COMP, CMPPO 	<ul style="list-style-type: none"> 37.5 hrs/6 mos employment PT employees pro-rated hrs/6 mos employment 	<ul style="list-style-type: none"> Can opt to use sick bank before SICHP or vice versa 	<p>Preferred:</p> <ul style="list-style-type: none"> Workflow for HR approval Ability to include and enforce date range for approved usage
COMP	Compensatory Time - Grandfathered	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Sunset accrual – no longer accrues, but previously earned accrual balance will be imported and can be charged against Unlimited amount can roll over annually 	
CANCR	Cancer Screening	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> 4 hrs/yr 	<ul style="list-style-type: none"> Can be used multiple times up to 4 hrs total/12 mos (calendar year) 	
LWFH	Limited Work From Home	<ul style="list-style-type: none"> All employees excluding one employee group/title series 	<ul style="list-style-type: none"> 15 days annually on 1/1, automatically added Balance as of 12/31 COB forfeited 	<ul style="list-style-type: none"> Employee selects day they wish to utilize 7.5 hrs to be charged to LWFH accrual. Cannot be utilized the day before or after a designated holiday. Cannot use more than two contiguous LWFH workdays in a row. Friday and Monday are considered two contiguous workdays. Can use indicator to show days accrual was used rather than listing hours. 	<ul style="list-style-type: none"> Different from other accruals in that it is used in addition to project code hours rather than in lieu of

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			<ul style="list-style-type: none"> Must be utilized in 7.5 hr (full day) increments New hires: <ul style="list-style-type: none"> Pro-rated based on date of hire - 1.25 days/mo for remainder of calendar year Rounded to the next full day 	<ul style="list-style-type: none"> Minimum of 7.5 hrs must still be charged to project codes for the same day. No payment is associated with this accrual. It is more of a schedule designation. New hires: Accrues as "Unavailable"; becomes available upon completion of probationary period <ul style="list-style-type: none"> Probation is generally 6 mos. If system enforced, need capability for system administrator override. 	<ul style="list-style-type: none"> Non-payout accrual
RWFM	Remote Work to Care for Family Member	<ul style="list-style-type: none"> HR approval Payroll or system grants after HR approval 	<ul style="list-style-type: none"> Maximum 20 days/150 hrs/yr Must be utilized in 7.5 hr (full day) increments Must be used in 5 continuous day blocks 	<ul style="list-style-type: none"> Ability for manual adjustments by system administrator. Can use indicator to show days accrual was used rather than listing hours. No payment is associated with this accrual. It is more of a schedule designation. Cannot access prior to HR approval. 	<ul style="list-style-type: none"> Different from other accruals in that it is used in addition to project code hours rather than in lieu of Non-payout accrual Preferred: <ul style="list-style-type: none"> Workflow for HR approval and system granting of requested # of days Enforcement of full day increments
SICBK	Sick Leave Bank	<ul style="list-style-type: none"> 1 yr employed Optional participation 2 day/15 hr buy-in 0 accruals (all but SICHP) to take HR approval Payroll or system grants after HR approval 	<ul style="list-style-type: none"> Maximum 30 days/yr or 225 hrs 	<ul style="list-style-type: none"> The SIC accrual balance is automatically reduced by x days with a corresponding increase to the SICBK balance. Once the SICBK accrual is used the balance is reduced by that amount. Ability for manual adjustments by system administrator. Cannot access prior to HR approval. Other accruals (i.e., sick, vacation, personal, paid holidays) will not accrue while this is being used. When used intermittently, other accruals accrue only for time worked or charged to other accruals in 7 out of 10 workdays/pay period. Overall (company-wide) replenishment threshold – When company total falls below 50 days, all participants must contribute 2 days from their SIC balance to be added to the company SICKBK balance. 	<ul style="list-style-type: none"> Tied to SIC accrual Totaled and monitored at both individual and company levels Preferred: <ul style="list-style-type: none"> Workflow for HR approval and system granting of requested # of days Ability to include and enforce date range for approved usage

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CMPPPO	Compensatory Leave Time	<ul style="list-style-type: none"> Non-exempt employees Hours worked > 37.5 & <= 40 	<ul style="list-style-type: none"> Maximum 2.5 hrs/wk 	<ul style="list-style-type: none"> Granted on an hour for hour basis (i.e., 1 hr granted/1 hr worked) Accrued CMPPPO time period for payout purposes is from first posted pay period of fiscal year through last posted pay period in current fiscal year. Payouts will include CMPPPO hrs earned and not taken during the fiscal year up through the last posted pay period in current fiscal year. Accrual balance goes to 0 on the first day of the first posted pay period of new fiscal year. 	<ul style="list-style-type: none"> System administrator ability to adjust payout date
PPL	Paid Parental Leave	<ul style="list-style-type: none"> FT employee or PT working minimum 50% of 75 hr bi-weekly schedule 6 mos employed HR approval 	<ul style="list-style-type: none"> Maximum 12 wks/event 	<ul style="list-style-type: none"> 1 qualifying event (as approved by HR)/rolling yr Full day increments Continuous block of time, cannot be used intermittently. Other accruals (i.e., sick, vacation, personal, paid holidays) will not accrue while this is being used. 	<p>Preferred:</p> <ul style="list-style-type: none"> Workflow for HR approval and system granting of requested # of days Ability to include and enforce date range for approved usage
TBD	Prenatal Leave	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> TBD 	