

CODE FOR LEAVE CATEGORIES

<u>Length of Service</u>	<u>Permanent and Temporary Employees</u>		<u>Full-Time Expert and Consultants*</u>
	<u>Full-Time*</u>	<u>Part-Time*</u>	
1. Less than 3 Years	A	D	N
2. More than 3 Years but less than 15 years	B	E	P
3. More than 15 years	C	F	

*These employees have regular tours of duty

NOTE: Employees in leave category codes G-L do not earn leave due to the nature of their appointments. Certain intermittent and WAE employees, including most experts and consultants fall into these categories.

LEAVE EARNINGS (IN HOURS)

1. <u>Full-Time</u>	<u>Leave Category Code</u>	<u>Bi-Weekly Leave Earnings</u>	
		<u>Annual</u>	<u>Sick</u>
	A & N	4	4
	B & P	6*	4
	C	8	4

*Earns 10 hours for last full pay period in the leave year

2. Part-Time

<u>Leave Category Code</u>	<u>Annual Leave Earned*</u>	<u>Sick Leave Earned*</u>
D	1 hour for each 20 hours in pay status	1 hour for each 20 hours in pay status
E	1 hour for each 13 hours in pay status	1 hour for each 20 hours in pay status
F	1 hour for each 10 hours in pay status	1 hour for each 20 hours in pay status

* Leave is not earned for hours worked in excess of 80 hours in any given pay period. However, hours worked in excess of an earning increment are carried into the next pay period and added to the total hours worked for leave purposes, e.g., if an employee in Leave Category D part-time worked 45 hours in a pay period, he or she would earn 2 hours of both annual and sick leave and carry 5 hours into the net pay period.