

## Leave Accrual Chart for 2026

### (Full-Time Employees)

The Leave Accrual Chart is an annually prepared matrix that pre-calculates the Annual and Sick leave which should be credited to an employee at the conclusion of each Bi-Weekly Leave/Pay period.

It is published with the presumption that an employee will begin the leave year in one of the 3 accrual rates and will remain in that same rate for the entire year up until the time of separation.

LEAVE PERIOD	FROM	-	TO	ANNUAL LEAVE			SICK LEAVE
				less than 3 years	15 years or over	15 years or over	
1	01/12/26	-	01/25/26	4	6	8	4
2	01/26/26	-	02/08/26	8	12	16	8
3	02/09/26	-	02/22/26	12	18	24	12
4	02/23/26	-	03/08/26	16	24	32	16
5	03/09/26	-	03/22/26	20	30	40	20
6	03/23/26	-	04/05/26	24	36	48	24
7	04/06/26	-	04/19/26	28	42	56	28
8	04/20/26	-	05/03/26	32	48	64	32
9	05/04/26	-	05/17/26	36	54	72	36
10	05/18/26	-	05/31/26	40	60	80	40
11	06/01/26	-	06/14/26	44	66	88	44
12	06/15/26	-	06/28/26	48	72	96	48
13	06/29/26	-	07/12/26	52	78	104	52
14	07/13/26	-	07/26/26	56	84	112	56
15	07/27/26	-	08/09/26	60	90	120	60
16	08/10/26	-	08/23/26	64	96	128	64
17	08/24/26	-	09/06/26	68	102	136	68
18	09/07/26	-	09/20/26	72	108	144	72
19	09/21/26	-	10/04/26	76	114	152	76
20	10/05/26	-	10/18/26	80	120	160	80
21	10/19/26	-	11/01/26	84	126	168	84
22	11/02/26	-	11/15/26	88	132	176	88
23	11/16/26	-	11/29/26	92	138	184	92
24	11/30/26	-	12/13/26	96	144	192	96
25	12/14/26	-	12/27/26	100	150	200	100
26	12/28/26	-	01/10/27	104	*160	208	104

*\*Ten hours of leave earned in last full pay period of the leave year for employees in this category each year.*

Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

Accrual of leave for full time employees is based on the employee working a full tour of duty for the pay period.

### (Part-Time Employees)

YEARS OF SERVICE	ACCRUAL RATE PER HOUR IN A PAY STATUS
Less than 3	1 hour for each 20
3 to 15	1 hour for each 13
15 or more	1 hour for each 10

Sick leave accrues at 1 hour for every 20 hours in a pay status regardless of years of service.