

Prorated Sick Accrual for Part-Time Exempt (Salary) Employees

How do I figure out how much sick pay I accumulate per pay period?

1. Find the number of hours that you work per week in the first column of the chart
2. Cross reference the number of months you work in a year in the second column of the chart

For Example:

If an employee works 37.5 hours (7th row) a week, 9 months out of the year (second column, 7th row), they will receive a credit of 123.75 hours each September 1st.

Please Note:

Sick only accrues in those months in which you receive compensation for at least two weeks of work. Sick leave may not be taken in increments of less than one day.

Hrs/Week	Mos/Yr	Hrs/Yr	FTE	Sick Hrs per year
40	12	2080	1	176
37.5	12	1950	1	165
37.5	11	1788	0.92	151.75
37.5	10	1625	0.83	137
30	12	1560	0.8	105.5
37.5	9	1462	0.75	123.75
28.13	12	1463	0.75	92.75
30	10	1300	0.67	88.5
32	9	1246	0.64	90
30	9	1170	0.6	79.25
20	12	1040	0.53	46.5
20	11	957	0.49	43
20	10	867	0.44	38.75
20	9	780	0.4	35