

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

How do I figure out how much vacation 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 accumulate 15 (fifth column, 7th row) vacation hours in a month.

Please Note:

Vacation only accrues in those months in which you receive compensation for at least two weeks of work.

Hrs/Week	Mos/Yr	Hrs/Yr	FTE	Vacation Hrs per month	Maximum Hrs Accumulation
40	12	2080	1	16	192
37.5	12	1950	1	15	180
37.5	11	1788	0.92	15	165
37.5	10	1625	0.83	15	150
30	12	1560	0.8	12	144
37.5	9	1462	0.75	15	135
28.13	12	1463	0.75	11.25	135
30	10	1300	0.67	12	120
32	9	1246	0.64	12.75	114.75
30	9	1170	0.6	12	108
20	12	1040	0.53	8	96
20	11	957	0.49	8	88
20	10	867	0.44	8	80
20	9	780	0.4	8	72