

## Vacation Policy

### Section B Chart 2b – Classified and hourly employees (Non-union)

Completed years of service	Annual accrual	Accrual rate per pay period (based on full-time status)	Maximum accrual	Maximum payout
Less than 1 year (52 weeks)	80 hours (10 days)	3.08 hours (.0385 per regular compensated hr)	80 hours (10 days)	0
After 1 year through 7 years	80 hours (10 days)	3.08 hours (.0385 per regular compensated hr)	240 hours (30 days)	240 hours (30 days)
After 7 years through 14 years	120 hours (15 days)	4.64 hours (.058 per regular compensated hr)	360 hours (45 days)	360 hours (45 days)
After 14 years through 24 years	160 hours (20 days)	6.16 hours (.077 per regular compensated hr)	480 hours (60 days)	480 hours (60 days)
After 24 years plus	200 hours (25 days)	7.696 hours (.0962 per regular compensated hr)	600 hours (75 days)	600 hours (75 days)