

Annual Leave Accrual Chart

Years of state service	Days(Hours) per month earned	10-month employees	11-month employees	12-month employees
0 but less than 5 years	1.17(8.78hrs)	11.70(87.75hrs)	12.87	14.04
5 but less than 10 years	1.42(10.65hrs)	14.20(106.50hrs)	15.62	17.04
10 but less than 15 years	1.67(12.53hrs)	16.70(125.25hrs)	18.37	20.04
15 but less than 20 years	1.92(14.40hrs)	19.20(144.00hrs)	21.12	23.04
20 years or more	2.15(16.13hrs)	21.50(161.25hrs)	23.65	25.80

- The above hours are based on a Certified Teaching position of 7.5 hours per day.
- A classified employee is 8 hours per day. Hours earned per month should be computed by multiplying 8 hours per day by the number of days per month. Example: 8 hours/day x 1.17 days = 9.36 hours earned per month.
- The above chart is also based on 100% employment. If employed less than 100%, leave is prorated based on % employed.