Annual Paid Leave Benefits for Classified Employees

(Excludes Limited Term Employees)

This chart summarizes paid leave benefits earned per calendar year for full-time Classified employees. Part-time employees will receive leave prorated based on their appointment percentage.

Vacation, personal holiday and legal holiday hours are granted on January 1st of each year.

<table>
<tr><th>Type of Leave</th><th>Hours Earned</th><th>Carryover/Expiration</th></tr>
<tr><td>Vacation</td><td>
<table>
<tr><th rowspan="2">Years of Service</th><th>FLSA Non-Exempt*</th><th>FLSA Exempt*</th></tr>
<tr><th colspan="2">Hours Earned Each Year</th></tr>
<tr><td>During First 5</td><td>104</td><td>120</td></tr>
<tr><td>5+ to 10</td><td>144</td><td>160</td></tr>
<tr><td>l0+ to 15</td><td>160</td><td>176</td></tr>
<tr><td>15+ to 20</td><td>184</td><td>200</td></tr>
<tr><td>20+ to 25</td><td>200</td><td>216</td></tr>
<tr><td>25 & Over</td><td>216</td><td>216</td></tr>
<tr><td colspan="3">*Vacation accrual depends on whether or not you are exempt from the Fair Labor Standards Act (FLSA).</td></tr>
</table>
</td><td>Hours earned in a calendar year may carry over to the end of the next calendar year. Hours are lost if not used or banked (if eligible) by end of carryover period.</td></tr>
<tr><td>Personal Holiday</td><td>36 hours (4.5 days) per year</td><td>Hours must be used in the calendar year granted or they are lost.</td></tr>
<tr><td>Sick Leave</td><td>5 hours per paycheck, 130 hours (16.25 days) per year</td><td>Hours accumulate without limit from year to year.</td></tr>
<tr><td>Legal Holiday</td><td>72 hours (9 days) per year</td><td>Hours must be used in the calendar year granted or they are lost.</td></tr>
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