

Hourly Employees – Biweekly Pay Periods

All hourly employees accrue vacation and sick leave based on hours worked. This means that the accrual per paycheck may change as the number of hours worked each week may vary.

Vacation Accrual Schedule

| Years of Service | Hourly Accrual (employees who work 24 hours per week or more) | Maximum Days Accrued Per Year | Maximum Hours Limit |
|------------------|--|----------------------------------|------------------------|
| 0-14 | 0.0769 | 20 | 240 |
| 15-19 | 0.0808 | 21 | 240 |
| 20-24 | 0.0846 | 22 | 240 |
| 25+ | 0.0962 | 25 | 240 |

Here is the formula to calculate vacation accruals:

Hours Worked (per pay period) X Accrual Rate (based on years of service)

Examples:

Scott has worked for Willamette since April 2000 and is a full time employee.

- 80 hours worked X 0.0808 = 6.464 vacation hours per paycheck
- 6.464 vacation hours X 26 pay periods = 168.064 hours of vacation each year

Erika has worked for Willamette since September 2010 and is a full time employee.

- 80 hours worked X 0.0769 = 6.152 vacation hours per paycheck
- 6.152 vacation hours X 26 pay periods = 159.952 hours of vacation each year

Additional Information:

- Overtime hours *do not* count toward accrual
- Time worked on a holiday *does* count toward accrual if the time worked on the holiday is part of the regular 40 hour week
- Any corrections made to the timesheet after the pay period closes may result in a deduction of accruals in the subsequent pay period

Sick Leave Accrual Schedule

| | Hourly Accrual | Days Per Year | Maximum Hours Limit |
|--|----------------|---------------|------------------------|
| Full Time (employees who work 24 hours per week or more) | 0.0461 | 12 | None |
| Part Time (employees who work less than 24 hours per week) | 0.0334 | Varies | 80 |

Time Off Accruals

Here is the formula to calculate sick leave accruals:

Hours Worked (per pay period) X Accrual Rate (based on part time or full time status)

Examples:

Ray is a full time employee and works 40 hours per week.

- 80 hours worked X 0.0461 = 3.688 sick leave hours per paycheck
- 3.688 sick leave hours X 26 pay periods = 95.888 hours of sick leave each year

Joann is a part-time employee and works 15 hours per week.

- 30 hours worked X 0.0334 = 1.002 sick leave hours per paycheck
- 1.002 sick leave hours X 26 pay periods = 26.052 hours of sick leave each year

Here's what your time off accruals look like on your payslip in Workday:

Absence Plans 4 items 📄 📶 📊 📅 ↗

| Description | Accrued | Reduced | Available |
|--------------------------|---------|---------|-----------|
| Appointment Time | 0.00 | 0.00 | 7.50 |
| Personal Preference Time | 0.00 | 0.00 | 1.25 |
| Sick - Hourly | 3.69 | 0.00 | 19.84 |
| Vacation - Hourly | 6.16 | 0.00 | 82.54 |

Defining the columns:

- **Accrued:** Time added to your account balance based on hours worked this pay period
- **Reduced:** Time off taken during this pay period
- **Available:** Your new balances (calculation method: previous balance + accrued time - reduced time = available time)

Salaried Employees – Monthly Pay Periods

All salaried employees accrue vacation and sick leave on a monthly basis and the accrual amounts do not vary from paycheck to paycheck.

Example:

Sheryl has worked for Willamette since January 2008 and is a full time employee.

- 13.33 vacation hours per paycheck
- 13.33 vacation hours X 12 pay periods = 159.96 hours of vacation each year

Vacation Accrual Schedule

| Years of Service | Salaried Accrual (Full Time) | Days Per Year | Maximum Hours Limit |
|------------------|------------------------------|---------------|---------------------|
| 0-14 | 13.33 | 20 | 240 |
| 15-19 | 14.00 | 21 | 240 |
| 20-24 | 14.66 | 22 | 240 |
| 25+ | 16.66 | 25 | 240 |

Sick Leave Accrual Schedule

| | Hourly Accrual | Days Per Year | Maximum Hours Limit |
|--|----------------|---------------|---------------------|
| Full Time (employees who work 24 hours per week or more) | 0.0461 | 12 | None |
| Part Time (employees who work less than 24 hours per week) | 0.0334 | Varies | 80 |

Here's what your time off accruals look like on your payslip in Workday:

Absence Plans 3 items 📄 📶 📊 📄 ↗

| Description | Accrued | Reduced | Available |
|--------------------------|---------|---------|-----------|
| Personal Preference Time | 0.00 | 0.00 | 0.00 |
| Sick - Salary | 8.00 | 8.00 | 32.00 |
| Vacation - Salary | 13.34 | 20.00 | 51.99 |

Defining the columns:

Accrued: Time added to your account balance based on hours worked this pay period

Reduced: Time off taken during this pay period

Available: Your new balances (calculation method: previous balance + accrued time - reduced time = available time)

Student Employees – Biweekly Pay Periods

All student employees accrue sick time through the Oregon Sick Leave plan. These accruals are based on the number of hours worked, with a maximum of 10 days per year.

Sick Leave Accrual Schedule

| | Hourly Accrual | Days Per Year | Maximum Hours Limit |
|-------------------|----------------|---------------|---------------------|
| Student Employees | 0.0334 | Varies | 80 |

Here is the formula to calculate sick leave accruals:

$$\text{Hours Worked (per pay period)} \times \text{Accrual Rate}$$

Example:

Scarlett is a student employee and works 10 hours per week.

- 10 hours worked X 0.0334 = 0.334 sick leave hours per paycheck
- 0.334 sick leave hours X 26 pay periods = 8.684 hours of sick leave each year

Here's what your sick time accruals look like on your payslip in Workday:

Absence Plans 1 item 📄 📶 📊 📅 ↗

| Description | Accrued | Reduced | Available |
|-------------|---------|---------|-----------|
| Oregon Sick | 0.87 | 0.00 | 3.83 |