

2012 Vacation/Sick Accrual Schedule
Polk County

Definitions:

| | |
|---------------------------|---------------------------------------------------------------------------------------------------|
| Year - Anniversary | anniversary date of benefit-eligible employment; begin accruing at next level on anniversary date |
| Days | equivalent work day pro-rated for part time employees |
| Hourly Rate | earnings multiplier; hourly rate multiplied by # of hours worked = earned accrual |
| Non-Exempt | FLSA category - pay based on hourly rate |
| Exempt | FLSA category - pay based on annual salary |

| Non-Exempt (Hourly) Employees | | |
|--------------------------------------|--------------------------|---------------------------|
| Year - Anniversary | Days (equivalent) | Hourly AccrualRate |
| Start | 10 | 0.03847 |
| 6 months | 11 | 0.04231 |
| 5 years | 12 | 0.04616 |
| 6 years | 17 | 0.06539 |
| 10 years | 18 | 0.06924 |
| 13 years | 23 | 0.08847 |
| 15 years | 24 | 0.09231 |
| 20 years | 25 | 0.09616 |

| Exempt (Salaried) Employees | | |
|------------------------------------|--------------------------|---------------------------|
| Year - Anniversary | Days (equivalent) | Hourly AccrualRate |
| Start | 11 | 0.04231 |
| 6 months | 12 | 0.04616 |
| 5 years | 13 | 0.05000 |
| 6 years | 18 | 0.06924 |
| 10 years | 19 | 0.07308 |
| 13 years | 24 | 0.09231 |
| 15 years | 25 | 0.09616 |
| 20 years | 26 | 0.10000 |

| All Employees - Sick Leave | | |
|-----------------------------------|--------------------------|---------------------------|
| Year - Anniversary | Days (equivalent) | Hourly AccrualRate |
| Start | 12 | 0.04616 |

Calculation example:

37.5 hours/week x .03847 = 1.44262 hours of vacation/week

OR

30 hours/week x .03847 = 1.15410 hours of vacation/week