

### Sick Leave Rate of Earnings

- A full-time employee in an FTE position earns sick leave at the rate of 1.25 workdays per month or 15 workdays per year.
- A part-time employee and an employee who works a non-standard work schedule earns sick leave based on the employee's average workday. The average workday is determined by dividing the total number of hours the employee is regularly scheduled to work during a week by five. Example: An employee works 30 hours per week in an agency that has a 37.5-hour workweek. To determine the sick leave accrual rate, first determine the employee's average workday by dividing the 30-hour workweek by five. The employee has an average workday of six hours. Second, determine the monthly sick leave accrual rate by multiplying the number of sick leave days the employee is eligible to earn per month by the average workday. This employee is eligible to earn 1.25 days of sick leave per month multiplied by the six-hour average workday. This employee would earn 7.5 hours of sick leave per month.