

**PSC ANNUAL ACCRUALS**  
**(HEO's, ECP, Research Assistant, and CLT's)**

Before January 1, 1988 – accruals are 25 days of annual leave (Article 14.3a)

On or after January 1, 1988 – accruals for 1<sup>st</sup> year / 15 days

For 2<sup>nd</sup> year through 11<sup>th</sup> year is an additional day (1) up to 25 days maximum.

There is an Annual Leave CAP of maximum of 45 days - *Not to exceed by August 31<sup>st</sup>*

ECP titles will accrue at a maximum of 25 days and with an Annual Leave CAP of 50 days

Years Employed	Annual Accruals	Monthly Factor	Monthly Earnings <i>Days/Hours/Minutes</i>
1 <sup>st</sup> year	15 days	8.75	1 / 1 / 45
2 <sup>nd</sup> year	16 days	9.33	1 / 2 / 20
3 <sup>rd</sup> year	17 days	9.92	1 / 2 / 55
4 <sup>th</sup> year	18 days	10.50	1 / 3 / 30
5 <sup>th</sup> year	19 days	11.08	1 / 4 / 05
6 <sup>th</sup> year	20 days	11.66	1 / 4 / 40
7 <sup>th</sup> year	21 days	12.25	1 / 5 / 15
8 <sup>th</sup> year	22 days	12.83	1 / 5 / 50
9 <sup>th</sup> year	23 days	13.42	1 / 6 / 25
10 <sup>th</sup> year	24 days	14.00	2 / 0 / 00
11 <sup>th</sup> year	25 days	14.58	2 / 0 / 35

Sick Leave is accrued at the rate of 1 day, 4 hours and 40 minute for every month with a maximum of 160 days.

All your sick and annual accrual balances will be noted in your monthly time sheet. Accruals are earned on the 15<sup>th</sup> of every month. Your monthly time sheet is due at the Human Resources Department by the 1st of every month.