

## **Prorating Accruals for Faculty and Administrative Professional Employees**

### **Full Time Employees**

- 1) # of days worked ÷ # of work days in month\* = Leave Multiplier
- 2) Leave Multiplier x 14.67 = Annual Leave Accrual for Month
- 3) Leave Multiplier x 8 = Sick Leave Accrual for Month

*\*Include holidays as # of work days in a month.*

**Example:** An employee worked 3 days in a month with 21 working days.

- 1)  $3 \div 21 = .1428571$  (do not round)
- 2)  $.1428571 \times 14.67 = 2.10$  Annual Leave Accrual for Month (round to the nearest hundredth)
- 3)  $.1428571 \times 8 = 1.14$  Sick Leave Accrual for Month (round to the nearest hundredth)

### **Overtime Eligible Part-time Employees**

- 1) # Full-time working hours in month\* x FTE = # of work hours available based on FTE.
- 2) Total Hours Worked ÷ # of work hours available based on FTE = Leave Multiplier
- 3) Leave Multiplier x 14.67 x FTE = Annual Leave Accrual for Month
- 4) Leave Multiplier x 8 x FTE = Sick Leave Accrual for Month

*\*Include holidays as # of work hours in a month. Multiply the working days in the month by 8 to determine total # of work hours in a month.*

**Example:** An employee worked 12 hours in a month with 21 working days (168 work hours).

- 1)  $168 \times .50 = 84$
- 2)  $12 \div 84 = .1428571$  (do not round)
- 3)  $.1428571 \times 14.67 \times .5 = 1.05$  Annual Leave Accrual for Month (round to the nearest hundredth)
- 4)  $.1428571 \times 8 \times .5 = .57$  Sick Leave Accrual for Month (round to the nearest hundredth)

### **Overtime Exempt Part-time Employees**

- 1) Days Worked ÷ Days Available in month = Leave Multiplier
- 2) Leave Multiplier x 14.67 X FTE = Annual Leave Accrual Rate for Month
- 3) Leave Multiplier x 8 x FTE = Sick Leave Accrual for Month

**Example:** A .50 FTE employee worked 3 days in a month with 21 working days.

- 1)  $3 \div 21 = .1428571$  (do not round)
- 2)  $.1428571 \times 14.67 \times .5 = 1.05$  (round to the nearest hundredth)
- 3)  $.1428571 \times 8 \times .5 = .57$  (round to the nearest hundredth)

**Please contact HRS at 509-335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu) for assistance.**