Washington State University
Human **R**esource **S**ervices

PRORATING LEAVE ACCRUALS FOR
FACULTY AND ADMINISTRATIVE PROFESSIONAL EMPLOYEES

Full Time Employees

1. # of days in paid status* ÷ # of paid working days in month** = Leave Multiplier
2. Leave Multiplier x 16.67 = Annual Leave Accrual for Month
3. Leave Multiplier x 8 = Sick Leave Accrual for Month

*Holidays, sick leave, annual leave, personal holiday count as paid status
**Holidays and personal holiday count as paid working days in a month

Example: An employee worked 3 days in a month with 21 working days
1. 3 ÷ 21 = 0.1428571 (do not round)
2. 0.1428571 x 16.67 = 2.38 Annual Leave Accrual for Month (round to the nearest hundredth)
3. 0.1428571 x 8 = 1.14 Sick Leave Accrual for Month (round to the nearest hundredth)

Overtime Eligible, Part-time Employees

1. # of full-time work hours in the 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 16.67 x FTE = Annual Leave Accrual for Month
4. Leave Multiplier x 8 x FTE = Sick Leave Accrual for Month

*Holidays, sick leave, annual leave, personal holiday count as paid working hours
**Holidays and personal holiday count as paid work hours in the month

Example: An employee worked 12 hours in a month with 21 working days (168 work hours)
1. 168 x 0.50 = 84
2. 12 ÷ 84 = 0.1428571 (do not round)
3. 0.1428571 x 16.67 x 0.5 = 1.19 Annual Leave Accrual for Month (round to the nearest hundredth)
4. 0.1428571 x 8 x .5 = 0.57 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 16.67 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 ÷ 21 = 0.1428571 (do not round)
2. 0.1428571 x 16.67 x 0.5 = 1.19 (round to the nearest hundredth)
3. 0.1428571 x 8 x 0.5 = 0.57 (round to the nearest hundredth)

See BPPM 60.56 for additional information regarding Faculty and Administrative Professional leave
Contact HRS at 335-4521 or hrs@wsu.edu for assistance.