

Vice President for
Finance &
Administration
Team

HR Liaison/Wellness Breakfast January/February 2012



Alison Hill
Student Centers
4th Quarter 2011

The State of Delaware's Disability Insurance Program (DIP)

Prepared for the
University of Delaware's
HR Liaisons

January and February 2012

What is DIP?

- The Disability Insurance Program is a legislated program found in Title 29, Chapter 52a of the Delaware Code.
- The State of Delaware's Disability Insurance Program (DIP) is comprised of a Short Term Disability (STD) program and a Long Term Disability (LTD) program.
- By definition, disability insurance pays a portion of your monthly income if you are unable to work because of a disabling illness or injury that happens on or off of the job.

Who can Enroll in DIP?

- Employees covered by the Delaware State Employees' Pension Plan pursuant to 29 Del. Chapter 55 who are U.S. citizens or U.S. residents excluding temporary and seasonal employees.
- Enrollment is ***automatic*** for pension eligible employees hired on or after January 1, 2006 . Enrolled employees may purchase an additional 6-2/3% Long Term Disability (LTD) benefit through a Buy-Up Option on an annual basis.
- STD and LTD benefit booklets along with wallet card brochures must be distributed to all enrolled employees.

Short Term Disability (STD)

STD Program Overview

Total Disability or totally disabled means that you are prevented by:

- Accidental bodily injury;
- Sickness;
- Mental Condition;
- Substance Abuse; or
- Pregnancy,

from performing the essential duties of your occupation, and as a result, you are earning less than 80% of your pre-disability earnings.

STD Program Overview

- The actual STD benefit is paid by the University of Delaware via a payroll check.
- The total disability STD benefit is 75% of pre-disability earnings. This payment may be offset by other income benefits including but not limited to Workers Compensation (WC) and compulsory (private or State) no-fault auto insurance (PIP).
- Pre-disability earnings do not include overtime, additional pay for extra responsibilities or any other extra compensation.
- Minimum benefit is the greater of \$25.00 or 10% of the gross STD benefit

STD Program Overview

- Employees must file an STD claim with The Hartford no later than 15 calendar days from the date of disability or absence from work even if the employee applied for or is receiving Workers Compensation (WC) or PIP benefits from the State of Delaware or other income benefit plan defined in the STD benefits booklet.
- Utilization of available annual, sick or compensatory time during the 30 calendar day elimination period to stay in a paid status.
- May use available annual, sick and compensatory time to increase STD benefit payment to 100% of pre-disability earnings once STD claim has been approved by The Hartford.
- The maximum duration is 182 calendar days regardless of the cause of the disability.

STD Benefits For Less than 12 Month Educational Employees

What is the coverage for school district, charter school and higher education employees who work less than 12 months per calendar year and become disabled during a non-working period?

Disabilities that begin during a non-working period may not be claimed until the normal working period resumes. The actual date of the disability will remain unchanged in The Hartford's system however the elimination period begins the first working day of the new school year.

STD Benefits For Less than 12 Month Educational Employees

For example, a disability that occurs on July 1st for a less than twelve month educational employee will show a July 1st date of disability in The Hartford's claim system however, the elimination period begins the first working day of the new school year.

STD Residual (Partial) Disability

Provides a residual (partial) disability benefit for employees who become disabled and work on a part-time or limited duty basis after the 30 calendar day elimination period. Benefit formula is as follows:

$$\text{Residual Benefit} = ((A - B) / A) \times C$$

Where

A = Employees pre-disability weekly earnings

B = Employees current weekly earnings

C = The 75% weekly STD benefit that would have been paid if the employee were totally disabled.

Recurrent & Multiple Causes

Recurrent Disability – If the recurrent period of disability is due to the same or related cause and separated by less than 14 consecutive full-time calendar days of work as an active employee, the employee does not have to satisfy another 30 calendar day elimination period.

Multiple Causes - If The Hartford extends an employee's period of disability because of a new cause (disability), the 182nd calendar date associated with the first disability will not be extended and the plan's exclusions will apply to the new cause of disability.

Other Benefits

- While the employee's STD claim is in an approved status, the employee's position may not be ***permanently*** filled through the approved STD benefit period however the University of Delaware retains the right to impose disciplinary measures up to and including dismissal.
- Accrue pension service credits.
- Continue health care coverage with state share as applicable.

Termination of STD Benefits

Coverage will terminate on the earliest of:

- The date this plan terminates;
- The date this plan no longer provides coverage for an employee's class;
- The date on which the employee ceases to be in a pension-eligible position;
- The exhaustion of the maximum 182 calendar day benefit period.

Short-Term Disability

The plan does not cover:

- Injury, sickness, mental illness, substance abuse, or pregnancy **not** being treated by a physician;
- Disability caused by or contributed to by war or an act of war (declared or not);
- Disability caused by commission of or attempt to commit a felony, or to which a contributing cause was the employee being engaged in an illegal occupation;
- Disability caused or contributed to by an intentionally self-inflicted injury;
- Injury sustained as a result of doing any work for pay for another employer.

STD Claim Filing Requirement

- Per 29 Del. C. § 5253 (b)(7), “Once an employee exhausts their elimination period, the employee will be deemed to have applied for benefits under this section and shall not be eligible to utilize paid leave in lieu of application for short-term disability.”
- In other words, any employee enrolled in this program does not have a choice of applying for STD or utilizing other paid leave. They must apply for the program or return to work.
- If the employee fails to file an STD claim by the 15th calendar day, then no leave may be paid to the employee effective the 31st calendar day of absence if the employee has not returned to work.

STD Claim Filing Process

- To file a STD claim, the employee must call The Hartford's claim office at (866) 945-7781 between the hours of 8:00 a.m. and 8:00 p.m. EST., Monday through Friday.
- The employee will be required to provide the following information to The Hartford's Clinical Intake Examiner:
 - Name and Social Security Number.
 - Name of Agency or School District (State of Delaware).
 - Last day worked.
 - Name and telephone number of manager or benefits representative.
 - Nature of claim and whether it is work related.
 - Treating physician's name, address and telephone number.
 - Confirmation of whether you are also employed by another State of Delaware agency/school district or Delaware Solid Waste Authority in a pension eligible position.
- Claims may also be filed online at www.TheHartfordAtWork.com.

STD Claim Filing Process

- The employee should be reminded to contact their physician to authorize the release of medical information required by The Hartford to process the employee's claim and the employee should follow-up with their physician to ensure that the required medical information has been forwarded to The Hartford.
- Filing a claim with The Hartford does not absolve the employee's responsibility to contact and to stay in contact with their supervisor and/or HR office.

STD Appeals Process

- If an employee's STD claim is in a denied or terminated status and the employee has not returned to work, the employee should file an appeal with The Hartford. If an appeal has not been filed, then the employee should be placed in an unpaid leave status and appropriate/applicable employment action(s) taken.
- The STD appeals process is displayed on the Statewide Benefits Office website at <http://ben.omb.delaware.gov/disability/index.shtml>.

Employment Separation

Upon the exhaustion of the maximum short-term disability benefit period, any employee, shall no longer be an employee of the State or University of Delaware provided the employee has exhausted their Family Medical Leave Act of 1993 (FMLA) entitlement and/or is not FMLA eligible.

Payment of Leave/End of STD

- Upon retirement, the Pension Office will provide the individual with buy-in options, which include the sick leave buy-in.
- The University of Delaware completes the vested LTD Pension application before the exhaustion of the STD benefit period and submits it to the Office of Pensions.

Long-Term Disability (LTD)

LTD Program Overview

- Disability or disabled means during the elimination period, you are prevented from performing one or more of the essential duties of your occupation;
- For the 24 months following the elimination period, you are prevented from performing one or more of the essential duties of your occupation and as a result, your current monthly earnings are less than 80% of your pre-disability earnings.
- After 24 months, you are prevented from performing the essential duties of any occupation for which you are fitted by education, training and/or experience

LTD Program Overview

- The elimination period is the last to be satisfied of the following:
 - The first 182 consecutive calendar day(s) of any one period of disability or the exhaustion of the 182 calendar day STD benefit period.
- The Long-Term Disability benefit payment is 60% (or 66-2/3% if enrolled in the Buy-Up Plan) of pre-disability salary (at the onset of disability).
- Maximum monthly benefit is \$8,000.

LTD Program Overview

- Continue to accrue pension service credits
- Continue participation in the State of Delaware's benefits program including the health insurance with eligibility for State share.

NOTE

Mental Condition and Substance Abuse have a maximum LTD benefit paying period of 24 months per lifetime.

LTD Program Overview

Age When Disabled

- Prior to age 60
- 60
- 61
- 62
- 63
- 64
- 65
- 66
- 67
- 68
- 69+

Duration Period (Months)

- To age 65
- 60
- 48
- 42
- 36
- 30
- 24
- 21
- 18
- 15
- 12

UD Contact Information

Teresa Doggett – Disability Benefits Coordinator

Hannah Messner – Sr. Human Resources Generalist

Office of Human Resources

413 Academy Street, Suite 150

Newark, DE 19716

Tel: (302) 831-2171

Fax: (302) 831-1482

Website: <http://www.udel.edu/001173>

DIP Contact Information

Leslie Ramsey - Program Administrator

Durae' Johann - Return To Work Coordinator

Statewide Benefits Office

Office of Management and Budget

500 W. Loockerman Street, Suite 320

Dover, DE 19904

SLC: D620E

Tel: (302) 739-8331

Fax: (302) 739-8339

Website: <http://ben.omb.delaware.gov/disability/index.shtml>

Questions?

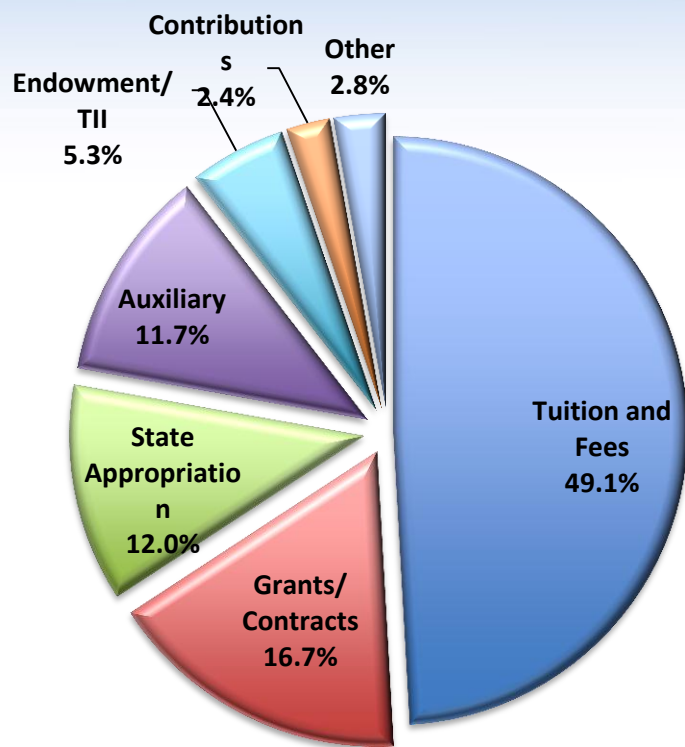
“It is better to lead from behind and to put others in front, especially when you celebrate victory when nice things occur. You take the front line when there is danger. Then people will appreciate your leadership.”

- Nelson Mandela

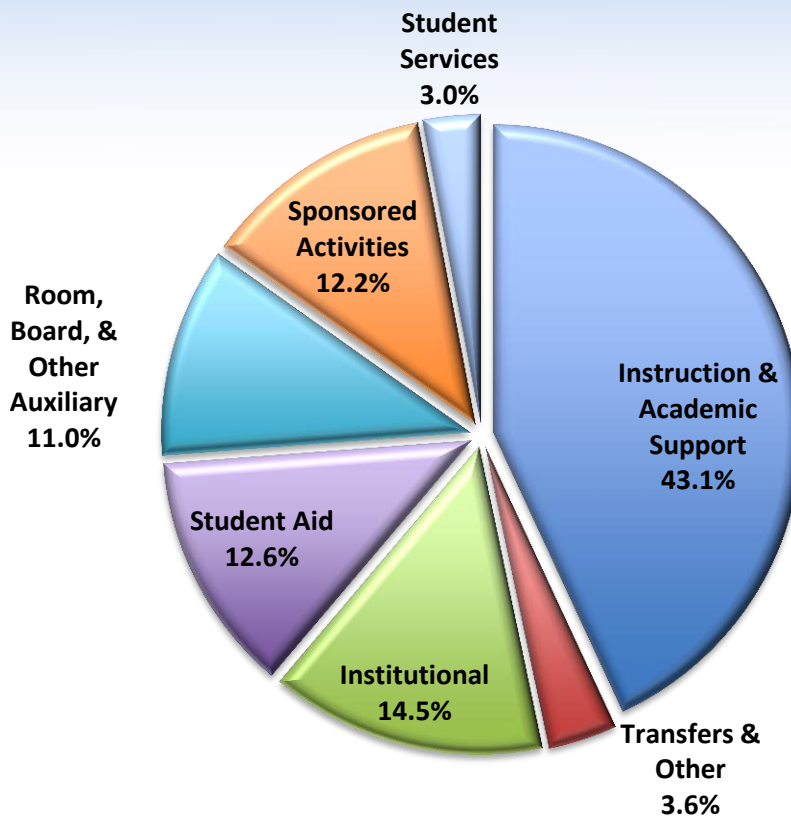
University of Delaware Budget Review and Update



REVENUE
\$939.7 Million



EXPENSES AND TRANSFERS
\$939.7 Million



Overview

Adopted Revenue Increases

- **Tuition (7.0% overall increase)**
 - Resident: \$630 increase to \$9,670
 - Non-resident & Graduate: \$1,700 increase to \$25,940
 - Freshman: 6.0% increase to \$6,449
 - Traditional: 6.0% increase to \$6,176
- **Student Center Fee**
 - 2.6% increase from \$116 to \$119/semester
- **Student Comprehensive Fee**
 - Full Time: \$225/semester to \$395/semester
 - Part Time: \$25/semester to \$50/semester
- **Housing Fee**
- **Dining**
 - \$210 increase (5.5%) to \$4,020
- **New International Student Fee**
 - \$100 applied to all international students

Overview

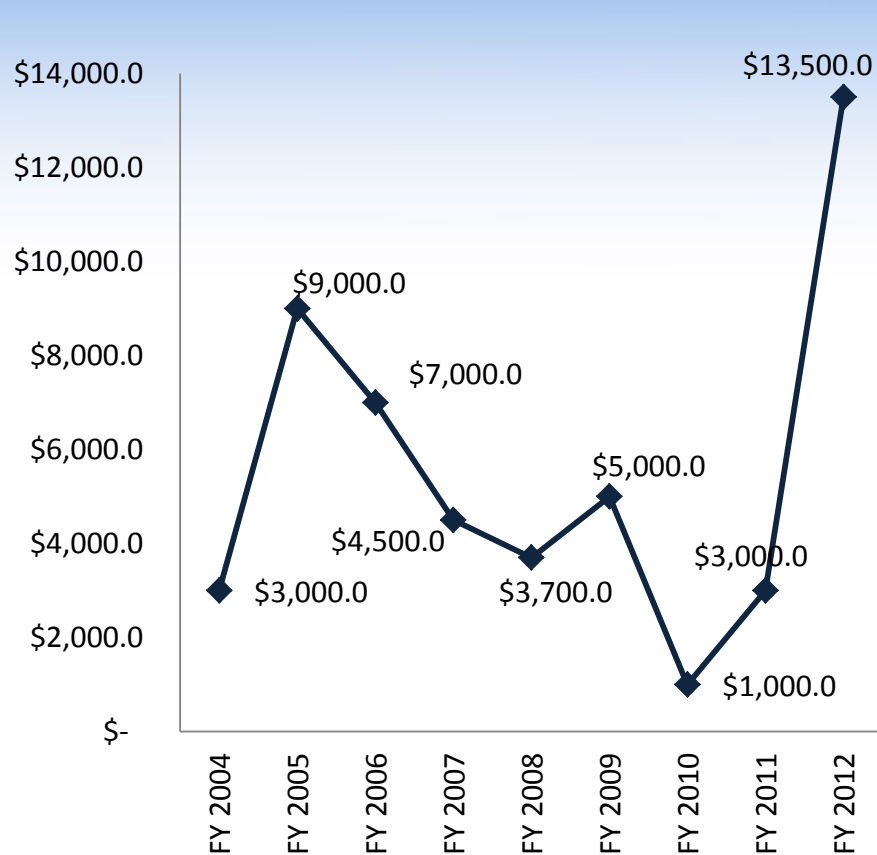
Expenditure Drivers

- **Salary**
 - AAUP, AFSCME, & FOP, 3 year contracts
 - General Salary Pool – 2.5% increase
 - Compensation Plan increase of \$500,000
- **Fringe Benefits**
 - Retirement & FICA increases of 2.5%
 - Workers compensation increase of 5.0%
 - State Pension increase of 5.0%
 - State healthcare costs remained flat, relied on surplus funds at state level
- **Financial Aid**
 - Commitment to Delawareans – 3rd of 4th year of implementation (\$2.0 million)
 - Revised financial aid strategy/supporting eligible renewals (\$7.4 million)
- **Facilities**
 - \$500,000 for utility costs

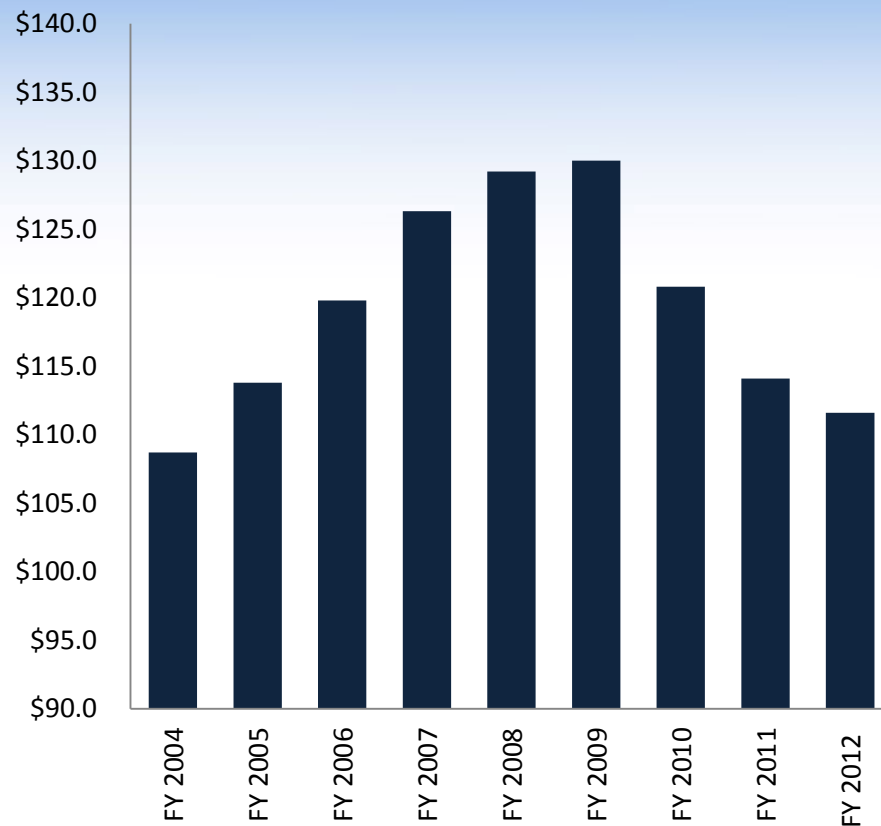
Adopted budget includes \$3.8 million of reductions (3.0%) across all non-college units and a \$2.6 million reduction (15.0%) to all state funded special lines

State operating funding continued to decline

Capital Program



Operating Resources



Next steps in UD's budget process

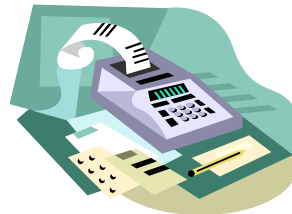
January 2012

Governors
recommended
budget released



February – May 2012

Analyze and develop
budget options



June 2012

Fiscal Year 2013
budget finalized

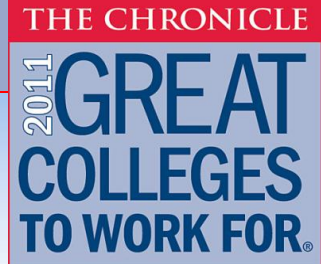


CHRONICLE OF HIGHER EDUCATION SURVEY

For three straight years, UD has been cited for its “Compensation and Benefits.”

The *Chronicle* noted the importance of “concrete benefits and policies that convince employees that they are valuable and that the college is willing to put resources behind them.”

Results are based on a survey of nearly 44,000 employees at 310 colleges and universities. Recognition in each Great College category was given to the 10 highest-scoring institutions in each size for four-year colleges.



Questions?

Benefits Update Request for Proposals

- Vision Insurance
- Long-term Disability Insurance (for faculty & exempt staff)
- Life Insurance
- Dental Insurance

EthicsPoint Expanded Compliance Hotline

- Financial (misuse of resources, fraud, conflicts of interest)
- Human Resources (unlawful discrimination/harassment)
- Research (grant misconduct)
- Information Technology (misuse of information)
- Athletics (NCAA violations)
- Risk & Safety (environmental laws, safety rules)

Security includes passwords, encryption and firewalls to protect the identity and confidentiality of those reporting.

Phone: 1-888-366-6033

Online: www.udel.edu/compliance or www.ethicspoint.com

Introduction

Hannah Messner

Sr. Resources Generalist

- E-mail: hmessner@udel.edu
- Phone: 831-2718
- Areas of responsibility: FMLA, short and long-term disability as well as support of all areas of Human Resources

New Employee Mentoring

Maureen Querey

Manager, Recruitment and Classification/Compensation

- Email: moquerey@udel.edu
- Phone: 831-8454

Recruitment & Classification and Compensation Updates

2012 Flexible Benefits Open Enrollment

May 7 – 23

<http://www.udel.edu/flexnet>

2012 Benefits/Wellness Fair

May 10, 2012

9:30 am to 3:00 pm

Trabant University Center Multipurpose Room

Employee Education and Development

- **Website** – NEW Look! www.udel.edu/employeetraining
- **Service Awards and Recognition Program**
 - Employees will be notified in March
 - Recognition luncheon – 5, 10 and 15 years of service
 - Recognition dinner - > 20 years of service

Employee Wellness Upcoming Programs

- **Spring Into Wellness**
 - Feb. 27-May 6
 - 8 week Physical Activity & Weight Management Program
- **Taiji**
 - Session #1: Feb. 14- Mar. 20 Session #2: Apr. 3- May 8
 - Tues. & Thurs. 5-6pm in Pearson Gym
- **Weekend Wellness Adventures**
 - Monthly field trips
 - Beginning in February



The Employee Fitness Center (EFC)

- Provided to Employees, Retirees, and Spouses **FREE** of charge
- Outfitted with **Standard Resistance Training** and **Cardiovascular Equipment**
- Wellness dollars – can be used for **various EFC services**:
 - Personal training
 - Fitness assessments
 - Biometric screenings
 - Body composition testing
 - Blood Pressure monitoring program



Performance Appraisals

- The Performance Appraisal period will begin in early February and end in late March
- What's New
 - A Performance Appraisal Access form
 - Security will be based on department and salary plan
 - Improvements to routing
- Features
 - TinyMCE editor which includes spell check
 - Collapsible sections which make viewing easier
 - Department views are available based on security
 - Reports are available based on security

Access Request: Performance Appraisal System

Access Request: Performance Appraisal System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Address bar: https://mis183.mis.udel.edu/webforms/embtform?wf_id=9002&wf_ty=blank

Bookmarks: Most Visited, Customize Links, http://wahrdev.nss.ud..., UD Admin Forms, Home Page HRSA, flexnet test, Windows, webforms, 9.1, bugzilla, AOL.com - Welcome t..., iWon

Access Request: Performance Ap... x Web Forms In Basket x Performance Appraisal: Office of H... x

HRMS: Manage workforce
UNIVERSITY OF DELAWARE

[Menu](#) [Help](#)

Access Request: Performance Appraisal System
Use this form to request access to the electronic Performance Planning and Appraisal process. For questions, contact Human Resources at (302) 831-8677 between 8:00 a.m. and 5:00 p.m., Monday through Friday, or through email at hr-appraisals@udel.edu.

Symbol Key: * Required Information ! Error

Requestor's Information

Requested by: Bloch, Sarah M (10137)
Email: ABLOCH@UDEL.EDU
Department: Records Management (0635)

Access Requested For

Add / update access for: * Enter the UDID of the employee for whom you are requesting access
(lookup)

Access type: * Choose one

Tree node(s) requested: * Department Tree Node Action
(lookup) [Add line](#)

Run reports: * This adds the "Reports" tab to your view.
Choose one

View departmental access: * This adds the "Access" tab to the user's view and allows them to view who has departmental access.
Choose one

May generate email reminders: * Choose one

Justification: * All access is granted on a need to know basis. Access will not be granted without justification and supervisor's approval.

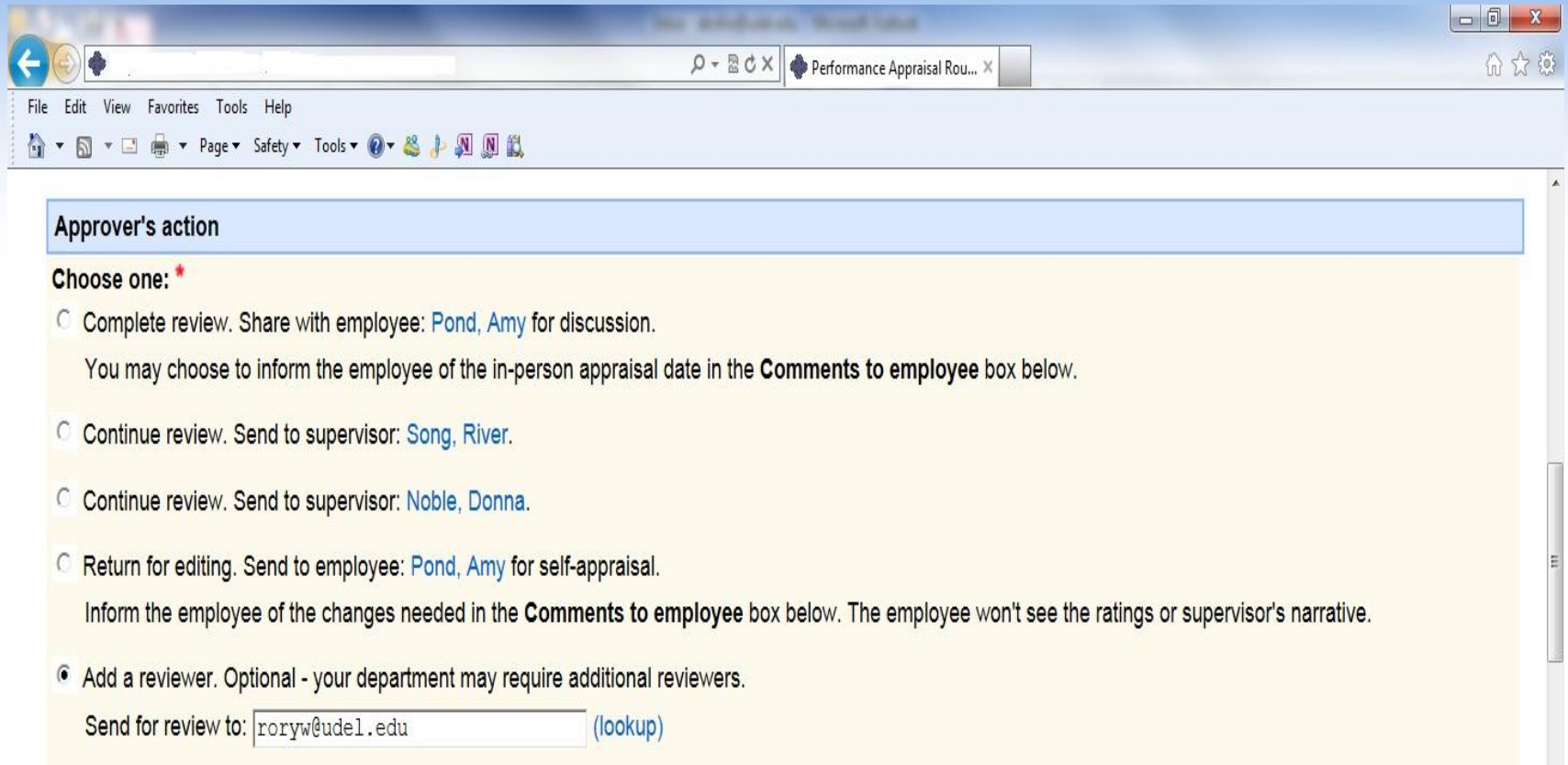
[Save & exit \(not submitted\)](#) [Exit without saving](#) [Next step](#)

Done

Performance Appraisal Routing Enhancements

Routing				
Status	Role	Name	Action	Date
Self-appraisal	Employee	Pond, Amy	Started self-appraisal.	2011-02-23 00:02
	Employee	Pond, Amy	Completed self-appraisal. Sent to supervisor: Song, River for review.	2011-02-23 00:02
Under review	Supervisor	Song, River	Continued review. Sent to supervisor: Noble, Donna	2011-02-23 00:02
	Supervisor	Noble, Donna	Continued review. Sent to supervisor: Tyler, Rose	2011-02-23 00:02
	Supervisor	Tyler, Rose	Current holder.	
Discussion	Supervisor			
Signature	Employee	Pond, Amy		
	Supervisor	Song, River		
	Supervisor	Noble, Donna		
	Supervisor	Tyler, Rose		
HR approval	Human Resources			

Performance Appraisal Actions Enhancements



Approver's action

Choose one: *

- ☐ Complete review. Share with employee: [Pond, Amy](#) for discussion.
You may choose to inform the employee of the in-person appraisal date in the **Comments to employee** box below.
- ☐ Continue review. Send to supervisor: [Song, River](#).
- ☐ Continue review. Send to supervisor: [Noble, Donna](#).
- ☐ Return for editing. Send to employee: [Pond, Amy](#) for self-appraisal.
Inform the employee of the changes needed in the **Comments to employee** box below. The employee won't see the ratings or supervisor's narrative.
- ☒ Add a reviewer. Optional - your department may require additional reviewers.
Send for review to: ([lookup](#))

Performance Appraisals

- Training
 - We will be offering general training sessions for anyone who wants to attend.
 - Wednesday, February 8th from 2:00 – 4:00 PM at General Services Building Rm 130
 - Wednesday, February 15th from 10:00 – 12:00 PM at General Services Building Rm 130
 - Friday, February 17th from 2:00 – 4:00 PM at Pearson Studio
 - To sign up for training please go to <http://www.udel.edu/EmployeeTraining/>.
- More information about Performance Appraisals can be found on our website <http://www.udel.edu/HRSystemsAdmin/performance/> or questions can be sent to hr-appraisals@udel.edu.

Time and Attendance

- A year ago Payroll began searching for a new Time and Attendance vendor
- The following departments who are some of your highest volume users participated by attending demos of the top two vendors.
 - Facilities
 - Public Safety
 - Office of the Registrar
 - College of Engineering
 - Athletics
 - Student Financial Services
 - Dining
- The group unanimously selected Workforce Software

Time and Attendance

- What groups will be using the new system?
 - AFSCME, Miscellaneous Wage and Student Employees
- What will happen to the Excel Spreadsheet, Bi-Weekly Time Report and Work Study Time Report?
 - These methods will be going away and all time will be tracked in the new system.
- What other changes will happen as a result of the new system?
 - The Request for Leave Form will be changed so it can update the new system.
 - A Request for Leave Amendment Form will be created
 - A view to see vacation and sick balances
 - A new form to gather additional job information for those who work in more than one department
 - A view to see the additional job information
 - Payroll will collect vacation and sick balances from the departments

Time and Attendance

- When will the new system Go Live?
 - We are in the beginning stages of the implementation process and anticipate Go Live to be before the fall semester of 2012
- Much more information will come in the future in months

Monthly Time Reports



SAMPLE for Procedural Purposes

UNIVERSITY OF DELAWARE - TIME REPORT FOR SALARIED STAFF

For Month/Year Ending March-06 **A** Name John Test **C**
 Normal Work Week (hours) 37.5 **B** Department Payroll & Systems Administration **D**

Day	E F G H I J						E F G H I J						E F G H I J						E F G H I J						E F G H I J					
	Work/Week Ending:						Work/Week Ending:						Work/Week Ending:						Work/Week Ending:						Work/Week Ending:					
	Rate	Hours	OT/CE	OT/CE	Rate	Hours	Rate	Hours	OT/CE	OT/CE	Rate	Hours	Rate	Hours	OT/CE	OT/CE	Rate	Hours	Rate	Hours	OT/CE	OT/CE	Rate	Hours	Rate	Hours	OT/CE	OT/CE		
Sun																														
Mon							3/6	7.50					3/13				7.50	CO	3/20	7.50	1.00	CE			3/27			7.50	V	
Tue							3/7	5.00	0.50	CE	2.50	DSP	3/14	7.50					3/21	7.50	1.00	CE			3/28			7.50	V	
Wed	3/1	6.50				1.00	SP	3/8	4.80			2.70	SP	3/15		2.00	CE	7.50	V	3/22	7.50	1.00	CE			3/29			7.50	V
Thu	3/2					7.50	H	3/9		1.00	OT	7.50	H	3/16	7.50	1.00	CE	3.00	CO	3/23	7.50	1.00	CE			3/30			7.50	V
Fri	3/3					7.50	H	3/10	6.50			1.00	CO	3/17	7.50	2.00	OT			3/24	7.50	1.00	CE			3/31			7.50	V
Sat																														
Regular hours worked for this period	6.50	K					23.80	K					22.50	K					37.50	K					0.00	K				
Paid Overtime @ 1.5 (straight time)																														
Paid Overtime @ 1.5 (time and a half)																														
Unpaid Comp Time @ 1.5 (straight time)																														
Unpaid Comp Time @ 1.5 (time and a half)																														

***Codes:**

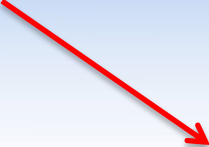
H
 OT/CE Code
 CE - Compensatory Time Excess
 OT - Overtime

J
 Absence Code
 B - Bereavement
 CO - Compensatory Time Off
 DSP - Dependent Sick Paid
 H - Holiday
 JD - Jury Duty
 L - Leave without Pay
 MS - Military Service
 SP - Sick Paid
 V - Vacation
 W - Workers Comp/Overtime Injury

Employee's Signature _____ **M**

Supervisor's Signature _____

Calculating Time Off (rounded to 1 decimal)



0-6 Minutes	.1hr
7-12	.2hr
13-18	.3hr
19-24	.4hr
25-30	.5hr
31-36	.6hr
37-42	.7hr
43-48	.8hr
49-54	.9hr
55-60	1.0hr

Example:

- Employee works from 8:30 a.m. until 11:47 a.m.
- Employee worked a total of 3 hrs and 17 minutes
- Match the 17 minutes on the chart to see what the time should be recorded
- Employee worked a total of 3.3 hrs for that day

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July					7.5 H																								7.5 V	7.5 V	
August		7.5 V	7.5 SP	7.5 SP	7.5 SP	7.5 SP					7.5 DSP																			7.5 V	7.5 V
September					7.5 H					7.5 V																					
October																															
November				1.0 SP					2.5 DSF	2.7 SP	0.5 CE	0.5 CO					7.5 V	2.0 CE	1.0 CE	2.0 OT			1.0 CE	1.0 CE	1.0 CE	7.5 H	7.5 H				
December																								H			H	H	H	H	H
January			H														H														
February																															
March																															
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May																														H	
June																															
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

FOR THE PERIOD: July 10 - June 11

Name: John Test

Empl ID: 67890

Title:

Dept: Payroll/Rec Mgmt/HR-IT

Date of Hire: 4/21/1989
service date

CODES:

B = Bereavement
 CE = Compensatory Time Earned
 CO = Compensatory Time Off
 H = Holiday
 JD = Jury Duty
 L = Leave Without Pay
 MS = Military Service
 OT = Overtime
 SP = Sick Paid
 V = Vacation
 W = Workers Comp/
 On-The-Job Injury

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Year:	VACATION			
10-11				
Month	Begin of month balance	Earned	Used	End of month balance
July	141.70	13.75	15.00	140.45
August	140.45	13.75	22.50	131.70
September	131.70	13.75	7.50	137.95
October	137.95	13.75	0.00	151.70
November	151.70	13.75	7.50	157.95
December		13.75	0.00	13.75
January		13.75	0.00	13.75
February		13.75	0.00	13.75
March		13.75	0.00	13.75
April		13.75	0.00	13.75
May		13.75	0.00	13.75
June		13.75	0.00	13.75

SICK LEAVE			
Begin of month balance	Earned	Used	End of month balance
900.00	11.25	0.00	900.00
900.00	11.25	37.50	873.75
873.75	11.25	0.00	885.00
885.00	11.25	0.00	896.25
896.25	11.25	6.20	900.00
900.00	11.25	0.00	900.00
900.00	11.25	0.00	900.00
900.00	11.25	0.00	900.00
900.00	11.25	0.00	900.00
900.00	11.25	0.00	900.00
900.00	11.25	0.00	900.00

COMPENSATORY TIME (if applicable)			
Begin of month balance	Earned	Used	End of month balance
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	3.00	0.00	3.00
3.00	6.50	0.50	9.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

Name: John Test

Hire Date: 4/21/1989
service date

Policy Guidelines

Vacation

Full-time monthly accrual rates*

Professional - 1.83

Salaried Staff - 1.83

Years of Service: Maximum Allowable
Vacation Accumulation:

Thru 5 years	25 days
6 thru 10 years	30 days
11 thru 20 years	35 days
more than 20 years	40 days

Sick Leave

Full-time monthly accrual rates*

Professional - 1.50

Salaried Staff - 1.50

Maximum allowable sick leave
accumulation for professional and
salaried staff may not exceed 120 days.

*To determine part-time accrual rates, multiply the full-time rate by the percentage of time worked (as indicated on employee's PAF).

For example:

Vacation: $1.83 \times 53\% = .97$

Sick Leave: $1.50 \times 53\% = .80$