

**ALES - Agency Law Enforcement Services**

<b>Vacation <sub>1</sub></b>		
<b>Full Time (100%)</b>		
<b>Years of Service</b>	<b>Accruals (hrs/bi-weekly)</b>	
	<b>37 1/2 work week</b>	<b>40 work week</b>
7 years or less	3.75	4.00
Over 7 years	5.75	6.00
<b>Part Time (under 100%)</b>		
<b>Years of Service</b>	<b>Accruals (hrs/bi-weekly)</b>	
	<b>37 1/2 work week</b>	<b>40 work week</b>
7 years or less	*see below	*see below
Over 7 years	*see below	*see below
<b>**Full Time Vacation Bonus Time <sub>4</sub></b>		
<b>Years of Service</b>	<b>Accruals (hrs on anniversary date/year)</b>	
	<b>37 1/2 work week</b>	<b>40 work week</b>
1	7.50	8.00
2	15.00	16.00
3	22.50	24.00
4	30.00	32.00
5	37.50	40.00
6	45.00	48.00
7	52.50	56.00
8 to 19	0.50	4.00
20 to 24	8.00	12.00
25 to 29	15.50	20.00
30 to 34	23.00	28.00
35 and up	30.50	36.00

<b>Sick <sub>2</sub></b>		
<b>Full Time (100%)</b>		
<b>Years of Service</b>	<b>Accruals (hrs/bi-weekly)</b>	
	<b>37 1/2 work week</b>	<b>40 work week</b>
7 years or less	3.75	4.00
Over 7 years	3.75	4.00
<b>Part Time (under 100%)</b>		
<b>Years of Service</b>	<b>Accruals (hrs/bi-weekly)</b>	
	<b>37 1/2 work week</b>	<b>40 work week</b>
7 years or less	*see below	*see below
Over 7 years	*see below	*see below

<b>Holiday <sub>5</sub></b>		
<b>Holiday</b>	<b>37 1/2 work week</b>	<b>40 work week</b>
New Years Day	7.50	8.00
Martin Luther King Day	7.50	8.00
Lincoln's Birthday	7.50	8.00
Washington's Birthday	7.50	8.00
Memorial Day	7.50	8.00
Independence Day	7.50	8.00
Labor Day	7.50	8.00
Columbus Day	7.50	8.00
Election Day	7.50	8.00
Veterans Day	7.50	8.00
Thanksgiving Day	7.50	8.00
Christmas Day	7.50	8.00

<b>Personal <sub>3</sub></b>		
<b>Full Time (100%)</b>		
<b>Years of Service</b>	<b>Accruals (hrs/year)</b>	
	<b>37 1/2 work week</b>	<b>40 work week</b>
On anniversary date- beginning with start date	37.50	40.00
<b>Part Time (under 100%)</b>		
<b>Years of Service</b>	<b>Accruals (hrs/year)</b>	
	<b>37 1/2 work week</b>	<b>40 work week</b>
On anniversary date- beginning with start date	= 37.50 * FTE	= 40.00 * FTE

**Footnotes**

- 1) Vacation** -Maximum accruals for vacation for a 37 1/2 hour work week is 300 hrs. The balance can go over 300 hrs during the year but must be back down to 300 on October 1.  
 -Maximum accruals for vacation for a 40 hour work week is 320 hrs. The balance can go over 320 hrs during the year but must be back down to 320 on October 1.  
 -6 month waiting period for using accruals
- 2) Sick** -Maximum accruals for sick for a 37 1/2 hour work week is 1500 hours.  
 -Maximum accruals for sick for a 40 hour work week is 1600 hours.  
 -Family sick leave has a 15 day use limit per calendar year.  
 -Must be in pay status (working or using accruals) majority of the month to accrue
- 3) Personal** -Available on leave anniversary date and on each anniversary thereafter.  
 -Personal leave is not cumulative, unused time is dropped on anniversary date, and a new refreshed amount is added.  
 -Time is not paid out upon termination
- 4) Vacation Bonus** -Part time use the calculations found below \*\*.  
 -Part time annual adjustment is calculated. = (Bi-weekly accrual - rounded quarter rate)\*26= annual adjustment  
 -if annual adjustment is greater than one prorated day, recommend semiannual adjustment
- 5) Holiday** -Holiday time expires one year from when accrued  
 -Part Time Employees - Earn holiday if it falls on a regular work day, the rate is based on normal hours worked that day.

**\* Part Time Vacation/Sick Calculation (part time rate is rounded to the nearest quarter rate below)**

	<b>37 1/2 work week</b>	<b>40 work week</b>
7 years or less	=7.5*FTE =Hrs in Day*13=Hrs per year/26=Bi-weekly accrual	=8.0*FTE =Hrs in Day*13=Hrs per year/26=Bi-weekly accrual
Over 7 years	=7.5*FTE =Hrs in Day*20=Hrs per year/26=Bi-weekly accrual	=8.0*FTE =Hrs in Day*20=Hrs per year/26=Bi-weekly accrual

**\*\*Part Time Annual Vacation Bonus Day**

	<b>37 1/2 work week</b>	<b>40 work week</b>
Years 1-7	=(full time rate * FTE) + annual adjustment	=(full time rate * FTE) + annual adjustment
Year 8	=annual adjustment	=annual adjustment
Years 9 and up	=((full time rate - 0.5) * FTE) + annual adjustment	=((full time rate - 4.0) * FTE) + annual adjustment