

ADMINISTRATIVE REGULATIONS

Prepared by Human Resources
APPENDIX I - July 1, 2009

CITY OF ALEXANDRIA HUMAN RESOURCES/PAYROLL SYSTEM

ALEXANDRIA LIBRARY EMPLOYEES ANNUAL LEAVE AND SICK LEAVE ACCRUAL TABLE III

LENGTH OF SERVICE	80 FT HOURS/PP ACCRUAL RATE/ MAX CAP	60 PT HOURS/PP ACCRUAL RATE/ MAX CAP	50 PT HOURS/PP ACCRUAL RATE/ MAX CAP	40 PT HOURS/PP ACCRUAL RATE/ MAX CAP
< 12 Months	4.00 accrual 192 maximum	3.00 accrual 144 maximum	2.50 accrual 120 maximum	2.00 accrual 96 maximum
1 Year	4.32 accrual 208 maximum	3.23 accrual 156 maximum	2.68 accrual 130 maximum	2.17 accrual 104 maximum
2 Years	4.62 accrual 224 maximum	3.47 accrual 168 maximum	2.88 accrual 140 maximum	2.32 accrual 112 maximum
3 Years	4.93 accrual 240 maximum	3.68 accrual 180 maximum	3.07 accrual 150 maximum	2.48 accrual 120 maximum
4 Years	5.23 accrual 256 maximum	3.92 accrual 192 maximum	3.27 accrual 160 maximum	2.63 accrual 128 maximum
5 Years	5.55 accrual 272 maximum	4.15 accrual 204 maximum	3.45 accrual 170 maximum	2.80 accrual 136 maximum
6 Years	5.87 accrual 288 maximum	4.38 accrual 216 maximum	3.63 accrual 180 maximum	2.97 accrual 144 maximum
7 Years	6.17 accrual 304 maximum	4.62 accrual 228 maximum	3.83 accrual 190 maximum	3.12 accrual 152 maximum
8 Years	6.48 accrual 320 maximum	4.83 accrual 240 maximum	4.02 accrual 200 maximum	3.28 accrual 160 maximum
9 Years	6.78 accrual 336 maximum	5.07 accrual 252 maximum	4.22 accrual 210 maximum	3.43 accrual 168 maximum
10 Years	7.10 accrual 352 maximum	5.30 accrual 264 maximum	4.40 accrual 220 maximum	3.60 accrual 176 maximum
11 Years	7.42 accrual 368 maximum	5.53 accrual 276 maximum	4.58 accrual 230 maximum	3.77 accrual 184 maximum
12 Years	7.72 accrual 384 maximum	5.77 accrual 288 maximum	4.78 accrual 240 maximum	3.92 accrual 192 maximum
13 Years	8.03 accrual 400 maximum	5.98 accrual 300 maximum	4.97 accrual 250 maximum	4.08 accrual 200 maximum
14 Years	8.33 accrual 416 maximum	6.22 accrual 312 maximum	5.17 accrual 260 maximum	4.23 accrual 208 maximum

PT SICK LEAVE ACCRUAL TABLE II

	80 FT HOURS/PP ACCRUAL RATE/ MAX CAP	60 PT HOURS/PP ACCRUAL RATE/ MAX CAP	50 PT HOURS/PP ACCRUAL RATE/ MAX CAP	40 PT HOURS/PP ACCRUAL RATE/ MAX CAP
SICK ACCRUAL	3.69 accrual 12 Days/Year	2.77 accrual 12 Days/Year	2.31 accrual 12 Days/Year	1.85 accrual 12 Days/Year