

Annual Leave Accumulation – Classified Staff

Years	Hours	Hours	Hours	Days	Days
<u>Worked</u>	<u>Accum</u>	<u>Accum</u>	<u>Accum</u>	<u>Accum</u>	<u>Accum</u>
	<u>Pay Period</u>	<u>Monthly</u>	<u>Yearly</u>	<u>Monthly</u>	<u>Yearly</u>
0 - 5	4.690	9.380	112.560	1.25	15
5 - 10	5.625	11.250	135.000	1.50	18
10 - 15	6.565	13.130	157.560	1.75	21
15 +	7.500	15.000	180.000	2.00	24

As of December 31, 2007 WVU Parkersburg employees will no longer be able to accumulate more than one year of annual leave.

Divide hours by 7.50 to determine number of days employee has accumulated.