

Vacation/Sick Accruals

Vacation accruals occur for full-time employees on a rotating quarterly schedule based on the employee's hire date. Sick accruals for full-time employees are the same each month.

Vacation accrual/month:

1st Month of Qtr* 13.800 hrs

2nd Month of Qtr 13.725 hrs

3rd Month of Qtr 13.725 hrs

*Quarter is based on Employee's hire date, not a calendar quarter

Sick accrual/month:

11.25

Examples

- **Example 1:**

An employee hired on February 1st, who worked at least half the month, would accrue 13.80 hours in February, 13.725 hours in March, and 13.725 hours in April.

- **Example 2:**

An employee hired on February 20th, would accrue 13.80 hours in March, 13.725 hours in April, and 13.725 hours in May because they did not work at least half of the month of February.

Questions

If you have any questions, please feel free to contact our office at X2171, or by email: pr-staff@udel.edu.