

VACATION ACCRUAL FOR 40-HOURS-PER-WEEK EMPLOYEES									
Years of Service	Associates & Professionals (Bands 20-32) and AAC Financial Advisors			Managers & Directors (Bands 35-42)			VPs & above (Bands 45+)		
	Annual Vacation Time	Annual Accrual in Hours	Monthly Accrual - Hours	Annual Vacation Time	Annual Accrual in Hours	Monthly Accrual - Hours	Annual Vacation Time	Annual Accrual in Hours	Monthly Accrual - Hours
0-4	15 days	120	10.00	19 days	152	12.67	24 days	192	16.00
5-9	19 days	152	12.67	19 days	152	12.67	24 days	192	16.00
10-19	24 days	192	16.00	24 days	192	16.00	24 days	192	16.00
20-24	24 days	192	16.00	24 days	192	16.00	29 days	232	19.33
25+	29 days	232	19.33	29 days	232	19.33	29 days	232	19.33

VACATION ACCRUAL FOR EMPLOYEES WORKING FEWER THAN 40 HOURS		
Scheduled Hours	Accrual Basis	40-hour multiplier
20	20	0.50
20.01 to 24	24	0.60
24.01 - to 25	25	0.625
25.01 to 30	30	0.75
30.01 to 32	32	0.80
32.01 to 35	35	0.875
35.01 to 40	40	1.0

Since not all employees work forty hours per week, the accrual rates in the table above do not apply to everyone. The multipliers above determine the proportional monthly and annual accrual totals for employees working fewer than 40 hours per week

For an example of calculating vacation accrual for an employee who is scheduled to work fewer than 40 hours per week, refer to Appendix I in the Paid Time Office Policy on Inside.