Introduction

Willamette University has a generous time off work policy. This guide provides you with information on the categories of time off and how they accrue in Workday.

Vacation

Employees who work 24 or more hours a week are eligible to accrue vacation pay. Vacation accrual is based on years of service. Reference the chart below to review the tiers of accrual according to how many years you have worked at Willamette.

Salaried Employees Paid Monthly
All salaried employees accrue vacation and sick leave on a monthly basis and the accrual amounts do not vary from paycheck to paycheck. For example, an employee with eight years of experience will accrue 13.33 each month which equates to 1596.96 hours, or 20 eight hour days, per year.

Years of Service	Hours Accrued Per Month	Maximum Days Accrued Per Year	Maximum Hours Limit
0-14	13.33	20	240
15-19	14.00	21	240
20-24	14.66	22	240
25+	16.66	25	240

Hourly Employees Paid Biweekly
Hourly employee are paid on a biweekly pay period, equating to 26 pay periods a year. Hourly employees accrue vacation leave based on hours worked. This means that the accrual per paycheck may change as the number of hours worked each week may vary.

Years of Service	Hourly Accrual Rate	Maximum Days Accrued Per Year	Maximum Hours Limit
0-14	0.0769	20	240
15-19	0.0808	21	240
20-24	0.0846	22	240
25+	0.0962	25	240

The formula for calculating vacation accruals is:
Hours worked per pay period X Hourly Accrual Rate (based on years of service).

For example, Scott has worked at Willamette for two years and worked 40 hours a week in a pay period for a total of 80 hours. 80 hours worked x 0.0769 hourly accrual rate = **6.162 hours**.

In the next pay period, Scott worked 34 hours in one week and 24 hours the next week for a total of 58 hours. 58 hours worked x 0.0769 hourly accrual rate = **4.46 hours**.

Additional Information: Overtime hours *do not* count toward accrual. Time worked on a holiday *does* count toward accrual if the time worked on the holiday is part of the regular 40-hour week**.** Any corrections made to the timesheet after the pay period closes may result in a deduction of accruals in the subsequent pay period.

Sick Leave

Salaried and Hourly Employees

All employees, regardless of the number of hours worked, receive sick time accrual. Note that full time workers are again defined as those working 24 or more hours a week. Both salaried employees paid on a monthly basis and hourly employees paid on a biweekly basis accrue at the same full time and part time rates. For hourly employees, the same **Additional Information** rules described in the vacation description also apply to sick time accrual.

	Hourly Accrual	Days Per Year	Maximum Hours Limit
Full Time	0.0461	12	80
Part Time	0.0334	Varies	80

The formula for calculating sick time accruals is:

Hours Worked per pay period X Hourly accrual rate

For example, Maria is a part time worker and work worked a total of 12 hours in the first week of the pay period and 15 hours in the second week of the pay period, for a total of 27 hours.

27 hours worked x .0334 hourly rate = **0.90 hours accrued**

Student Workers

Student workers also accrue sick time at the same hourly accrual rate and maximum hours limit as the part time employees shown above.

Other Paid Time Off

Employees at Willamette also have other time off hours offered, including personal preference days, appointment time (hourly employees only), and holiday and university closure days. For more information about these time off benefits, click here.

Pay Slip View

Your pay slip will list:

- Description: Each type of time off you receive
- Accrued: Time added to your account balance based on hours worked this pay period
  Reduced: Time off taken during this pay period
- Available: Your new balances (calculation method: previous balance + accrued time - reduced time = available time)

Salaried Monthly Worker Example

Absence Plans 3 items

Description	Accrued	Reduced	Available
Personal Preference Time	0.00	0.00	0.00
Sick - Salary	8.00	8.00	32.00
Vacation - Salary	13.34	20.00	51.99

Hourly Biweekly Worker Example

Absence Plans 4 items

Description	Accrued	Reduced	Available
Appointment Time	0.00	0.00	7.50
Personal Preference Time	0.00	0.00	1.25
Sick - Hourly	3.69	0.00	19.84
Vacation - Hourly	6.16	0.00	82.54

Student Worker Biweekly Example

Absence Plans 1 item

Description	Accrued	Reduced	Available
Oregon Sick	0.87	0.00	3.83