

Annual Leave Accrual Rates (based on a full-time employee per fiscal year) for
NAPE, Campus Enforcement and Patrol, and Facilities Management Employees

Years of Service	Employment Group	Accrual Rate (Hours Bi-weekly)	Total Maximum Days per Fiscal Year
0 - 10	NAPE Clerical	4.04	15
	NAPE 7801 NAPE 7803 and 1804 NAPE 7804 and 1809 Non-Bargaining Custodial Supervisors	6.15	20
	Management and Professional* (40 Hours)	7.69	25
**10 – 25	NAPE Clerical	5.38	20
	NAPE 7801 NAPE 7803 and 1804 NAPE 7804 and 1809 Non-Bargaining Custodial Supervisors	7.69	25
	Management and Professional (40 Hours)	9.23	30
***25+	NAPE Clerical	6.73	25
	NAPE 7801 NAPE 7803 and 1804 NAPE 7804 and 1809 Non-Bargaining Custodial Supervisors	9.23	30
	Management and Professional (40 Hours)	10.77	35

NAPE Project Technologists & Technicians accrue a maximum of 15 days of annual leave at the start of employment and receive 14 paid university holidays.

*Employees in the Management and Professional group are not entitled to overtime compensation and receive an extra week of annual leave accrual in lieu of paid overtime.

**An employee who has attained nine (9) years and six (6) months of service as of March 31 shall be considered to have 10 years of service for the purpose of annual leave accrual, effective April 1.

*** An employee who has attained twenty-four (24) years and six (6) months of service as of March 31 shall be considered to have 25 years of service for the purpose of annual leave accrual, effective April 1.