

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

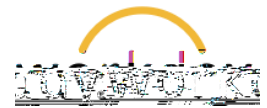
Employees who work 24 or more hours a week are eligible to accrue vacation pay. Vacation accrual is based on years of service. Reference the chart below to review the tiers of accrual according to how many years you have worked at Willamette.

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	
------------------	--



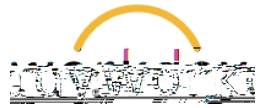


Sick Leave

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	



Pay Slip View

Your pay slip will list:

