

Manage Your Earned Time!

As you know, you can accrue more than your yearly maximum of Earned Time (ET) during the calendar year, but you can only carry your maximum yearly accrual amount forward to the next year. What exactly does that mean? For example, if you were a full-time employee in your seventh year of employment, the maximum amount of ET you could accrue this year is 224 hours. If you would like to save your ET for an upcoming vacation or anticipated medical leave, for instance, you can accrue more than 224 hours during the year, as long as your ET balance is at or below 224 hours by the end of business on December 31, 2026. It is important to remember that ONLY the maximum yearly accrual (224 hours, in this example) can be carried forward. On January 1st, any ET accrued in excess of the yearly maximum will be forfeited. Be sure to check the ET balance in MyVista to be sure your accrual will be at or below your yearly maximum on January 1st. You may want to schedule a meeting with your supervisor to plan some time off in the coming weeks if need be! The schedule below, which can be found in your Employee Handbook, is a reminder of annual ET accrual rates and maximums.

Employees who are scheduled to work less than 24 hours per week or are classified as a “per diem” can carry over a maximum of 40 hours into the next calendar year. As a reminder, employees may move accrued ET into their Extended Sick Leave (ESL) Account during the month of November each year. The maximum number of hours allowed in an ESL account is 280 hours. If you are interested in moving ET hours or if you have a question about your balance, please contact Carmie Gray, Tara Butler, or Leanna Burleigh, Payroll Staff Accountants. For more information about the ESL Account, please reference the Employee Handbook.

HR Manager Kim Johnson

Annual Accruals based on 26 pay periods per year:

Benefits Eligible Service 0-11 Months

Scheduled Hours	Annual Accrual	One-Time Accrual at Hire*	Per Pay Period Accrual
36-40 per week	144	24	4.62
30-35 per week	122	20	3.92
24-29 per week	108	15	3.57

12-23 Months (1-2 years)

Scheduled Hours	Annual Accrual	Per Pay Period Accrual
36-40 per week	144	5.54
30-35 per week	122	4.71
24-29 per week	108	4.15

24-59 Months (3-5 years)

Scheduled Hours	Annual Accrual	Per Pay Period Accrual
36-40 per week	184	7.08
30-35 per week	156	6.02
24-29 per week	138	5.31

60-119 Months (6-10 years)

Scheduled Hours	Annual Accrual	Per Pay Period Accrual
36-40 per week	224	8.62
30-35 per week	190	7.32
24-29 per week	168	6.46

120-179 Months (11-15 years)

Scheduled Hours	Annual Accrual	Per Pay Period Accrual
36-40 per week	248	9.54
30-35 per week	211	8.11
24-29 per week	186	7.15

180-239 Months (16-20 years)

Scheduled Hours	Annual Accrual	Per Pay Period Accrual
36-40 per week	272	10.46
30-35 per week	231	8.89
24-29 per week	204	7.85

240+ Months (21+ years)

Scheduled Hours	Annual Accrual	Per Pay Period Accrual
36-40 per week	296	11.38
30-35 per week	252	9.68
24-29 per week	222	8.54