

Annual Leave Accrual Rates (based on a full-time employee per fiscal year)

Years of Service	Employment Group	Accrual Rate (Hours Bi-weekly)	Total Maximum Days per Fiscal Year
0 - 10	CUPE and Non-Bargaining	4.04	15
	*Management and Professional, Senior Administrative Management	5.38	20
**10 – 25	CUPE and Non-Bargaining NAPE Clerical Staff	5.38	20
	**Management and Professional, Senior Administrative Management	6.73	25
***25+	CUPE and Non-Bargaining	6.73	25
	**Management and Professional, Senior Administrative Management	8.08	30

*Employees in the Management and Professional and Senior Administrative Management groups 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.