

**Personal Leave
Accrual and Maximum Accumulation**

Annual Personal Leave Accruals (pay period that includes Dec. 1); Employees separating prior to Dec. 1 of the following year will have a personal leave reduction of 1.23 hours per pay period.

Bargaining Unit									
Exempt*		Exempt Firefighters		AUD*		SOS (CWA)		AGO 45	
Accrual	Max	Accrual	Max	Accrual	Max	Accrual	Max	Accrual	Max
32 hours	40 hours	41.6 hours	52 hours	32 hours	40 hours	24 hours		32 hours	64 hours

**Part-time employees accrue at .015375 hours per non-overtime hour in an active pay status.*

Quarterly Personal Leave Accruals (1st pay date following the first day of January, April, July and October)

Bargaining Unit									
OCSEA**		OCSEA Firefighters		1199***		OEA**		TOS	
Accrual	Maximum	Accrual	Maximum	Accrual	Maximum	Accrual	Maximum	Accrual	Maximum
8 hours	40 hours	10.4 hours	52 hours	10 hours	50 hours	8 hours	40 hours	8 hours	40 hours

***Part-time employees accrue at .015 hours per non-overtime hour in active pay status.*

****Part-time employees accrue at .0192 hours per non-overtime hour in active pay status.*

Pay Period Personal Leave Accruals

Bargaining Unit							
FOP2*		OSTA		AGO 46		AGO 48	
Accrual	Max	Accrual	Max	Accrual	Max	Accrual	Max
1.23 hours	40 hours	1.23 hours	40 hours	1.23 hours	40 hours	1.23 hours	40