Generic Accrual Code Definitions

The <u>Letter</u> of the Generic Accrual Code designates the benefit year for that Accrual:

C = Calendar Year, Jan 1st-Dec 31st	**F** = Fiscal Year, July 1st-June 30th	**A** = Academic year, Sept 1st-Aug 31st

The <u>Number</u> of the Generic Accrual Code indicates how the Accrual operates:

1	40 Hours of Sick Time are auto populated on the 1st of the benefit year. The balance operates as a declining balance, when a staff member uses sick time and the Accrual Administration is run, the balance declines accordingly.
2	The system calculates and accrues 1 hour of sick for every 30 hours an employee works. The accrual will cap at 40 hours and carryover into the next calendar year. An employee will begin accruing again once the balance falls below 40 sick hours. ***Per our recommended policy, this code should be used for non-benefit eligible staff.***
3	The sick balance is manually populated by the Business Manager, Fin Ops, Payroll Admin etc… on the 1st of the benefit year. No rollover or accrual. ***This code should be used for any location awarding sick time in excess of 40 hours.***

XX = Employee is Ineligible for Benefit Accrual; the system will 'skip' them. <u>This should be used for Clergy</u>.

<u>Please find all Generic Accrual Codes, with abbreviated definitions, below -</u>

Calendar Year Accrual Codes:

C1- 40 Hours of Sick Time are auto populated January 1st of each year.

C2- The system will calculate and accrue 1 hour of sick time for every 30 hours an employee works. The accrual will cap at 40 hours and carryover into the next calendar year.

C3- The sick balance is to be manually populated by the Business Manager, Fin Ops, Payroll Admin etc… as of January 1st each year.

Fiscal Year Accrual Codes:

F1- 40 Hours of Sick Time are auto populated July 1st of each year.

F2- The system will calculate and accrue 1 hour of sick time for every 30 hours an employee works. The accrual will cap at 40 hours and carryover into the next fiscal year.

F3- The sick balance is to be manually populated by the Business Manager, Fin Ops, Payroll Admin etc… as of July 1st each year.

Academic Year Accrual Codes:

A1- 40 Hours of Sick Time are auto populated September 1st of each year.

A2-The system will calculate and accrue 1 hour of sick time for every 30 hours an employee works. The accrual will cap at 40 hours and carryover into the next academic year.

A3- The sick balance is to be manually populated by the Business Manager, Fin Ops, Payroll Admin etc… as of September 1st each year.

<u>Every Employee in IOI MUST have a Generic Accrual Code Designation</u>**