

How to calculate leave time for part-time employees:

0.2 FTE

Total hours work each week	–	7.5 hours
Average daily hours	–	1.5 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	1.5 hours
Hours paid per ½ vacation/sick/personal day	–	.75 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 48 minutes early

0.25 FTE

Total hours work each week	–	9.375 hours
Average daily hours	–	1.875 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	1.875 hours
Hours paid per ½ vacation/sick/personal/holiday	–	.9375 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 1 hour early

0.3 FTE

Total hours work each week	–	11.25 hours
Average daily hours	–	2.25 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	2.25 hours
Hours paid per ½ vacation/sick/personal day	–	1.125 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 72 minutes early

0.35 FTE

Total hours work each week	–	13.125 hours
Average daily hours	–	2.625 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	2.625 hours
Hours paid per ½ vacation/sick/personal/holiday	–	1.3125 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 84 minutes early

0.4 FTE

Total hours work each week	–	15 hours
Average daily hours	–	3 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	3 hours
Hours paid per ½ vacation/sick/personal/holiday	–	1.5 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 96 minutes early

0.45 FTE

Total hours work each week	–	16.875 hours
Average daily hours	–	3.375 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	3.375 hours
Hours paid per ½ vacation/sick/personal/holiday	–	1.6875 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 108 minutes early

0.5 FTE

Total hours work each week	–	18.75 hours
Average daily hours	–	3.75 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	3.75 hours
Hours paid per ½ vacation/sick/personal/holiday	–	1.875 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 2 hours early

0.55 FTE

Total hours work each week	–	20.625 hours
Average daily hours	–	4.125 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	4.125 hours
Hours paid per ½ vacation/sick/personal/holiday	–	2.0625 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 2.2 hours early

0.6 FTE

Total hours work each week	–	22.5 hours
Average daily hours	–	4.5 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	4.5 hours
Hours paid per ½ vacation/sick/personal/holiday	–	2.25 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 2.4 hours early

0.65 FTE

Total hours work each week	–	24.375 hours
Average daily hours	–	4.875 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	4.875 hours
Hours paid per ½ vacation/sick/personal/holiday	–	2.4375 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 2.6 hours early

0.7 FTE

Total hours work each week	–	26.25 hours
Average daily hours	–	5.25 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	5.25 hours
Hours paid per ½ vacation/sick/personal/holiday	–	2.625 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 2.8 hours early

0.75 FTE

Total hours work each week	–	28.125 hours
Average daily hours	–	5.625 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	5.625 hours
Hours paid per ½ vacation/sick/personal/holiday	–	2.8125 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 3 hours early

0.8 FTE

Total hours work each week	–	30 hours
Average daily hours	–	6 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	6 hours
Hours paid per ½ vacation/sick/personal/holiday	–	3 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 3.2 hours early

0.85 FTE

Total hours work each week	–	31.875 hours
Average daily hours	–	6.375 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	6.375 hours
Hours paid per ½ vacation/sick/personal/holiday	–	3.1875 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 3.4 hours early

0.9 FTE

Total hours work each week	–	33.75 hours
Average daily hours	–	6.75 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	6.75 hours
Hours paid per ½ vacation/sick/personal/holiday	–	3.375 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 3.6 hours early

0.95 FTE

Total hours work each week	–	35.625 hours
Average daily hours	–	7.125 hours
Total # vacation days (at hire)	–	20 days
Hours paid per vacation/sick/personal/holiday	–	7.125 hours
Hours paid per ½ vacation/sick/personal/holiday	–	3.5625 hours
Early dismissal	–	Pro-rate the # of hours by FTE 4-hour early dismissal = 3.8 hours early

When part-time employees request time off, they should first determine the total number of hours they **will** work that week and, if applicable, how many hours of holiday time for which they will be paid. That total should then be subtracted from the total number of hours they are expected to work each week. The difference is the amount of leave time, **in hours**, they will need to request, which in turn must be calculated into days, based on the employee's average daily hours.