

Leave Accrual Guidelines

1. Accrual Process

- Vacation and Sick time are accrued on the 1st day of each month for all eligible TCU employees

Biweekly Employees

- When the 1st of the month is the same day as the beginning of the biweekly payperiod, leave time will accrue first, and then time taken will be processed with the biweekly payroll
- When the 1st of the month occurs during the biweekly payperiod, leave time will accrue first, and then time taken will be processed with the biweekly payroll
- When the 1st of the month is the same day as the payperiod end date, time taken will be processed first with the biweekly payroll, and then time will accrue

Monthly Employees

- Time is accrued at the beginning of the month

2. Leave Taken

- Time taken is entered and processed with the monthly and biweekly payroll

3. Approved Adjustments

- Approved leave adjustments will be processed with the monthly and biweekly payroll

Approved Reasons for Leave Accrual Adjustments

- New employee misses first month's accrual
- Vacation/Sick hours taken are entered incorrectly
- Vacation is taken during a payperiod in which leave will accrue before time taken can be deducted from the balance

Texas Christian University

2006 Leave Accrual Calendar - Monthly Payroll

Pay Period Begin Date	Pay Period End Date	Pay Date	Sequence of Events
01/01/06	01/31/06	01/31/06	Leave Accrued, Time Taken Processed
02/01/06	02/28/06	02/28/06	Leave Accrued, Time Taken Processed
03/01/06	03/31/06	03/31/06	Leave Accrued, Time Taken Processed
04/01/06	04/30/06	04/28/06	Leave Accrued, Time Taken Processed
05/01/06	05/31/06	05/31/06	Leave Accrued, Time Taken Processed
06/01/06	06/30/06	06/30/06	Leave Accrued, Time Taken Processed
07/01/06	07/31/06	07/31/06	Leave Accrued, Time Taken Processed
08/01/06	08/31/06	08/31/06	Leave Accrued, Time Taken Processed
09/01/06	09/30/06	09/29/06	Leave Accrued, Time Taken Processed
10/01/06	10/31/06	10/31/06	Leave Accrued, Time Taken Processed
11/01/06	11/30/06	11/30/06	Leave Accrued, Time Taken Processed
12/01/06	12/31/06	12/29/06	Leave Accrued, Time Taken Processed

Texas Christian University
2006 Leave Accrual Calendar - Biweekly Payroll

Pay Period Begin Date	Pay Period End Date	Pay Date	Sequence of Events
12/17/05	12/30/05	01/06/06	Time Taken Processed
12/31/05	01/13/06	01/20/06	Leave Accrued, Time Taken Processed
01/14/06	01/27/06	02/03/06	Time Taken Processed
01/28/06	02/10/06	02/17/06	Leave Accrued, Time Taken Processed
02/11/06	02/24/06	03/03/06	Time Taken Processed
02/25/06	03/10/06	03/17/06	Leave Accrued, Time Taken Processed
03/11/06	03/24/06	03/31/06	Time Taken Processed
03/25/06	04/07/06	04/14/06	Leave Accrued, Time Taken Processed
04/08/06	04/21/06	04/28/06	Time Taken Processed
04/22/06	05/05/06	05/12/06	Leave Accrued, Time Taken Processed
05/06/06	05/19/06	05/26/06	Time Taken Processed
05/20/06	06/02/06	06/09/06	Leave Accrued, Time Taken Processed
06/03/06	06/16/06	06/23/06	Time Taken Processed
06/17/06	06/30/06	07/07/06	Time Taken Processed
07/01/06	07/14/06	07/21/06	Leave Accrued, Time Taken Processed
07/15/06	07/28/06	08/04/06	Time Taken Processed
07/29/06	08/11/06	08/18/06	Leave Accrued, Time Taken Processed
08/12/06	08/25/06	09/01/06	Time Taken Processed
08/26/06	09/08/06	09/15/06	Leave Accrued, Time Taken Processed
09/09/06	09/22/06	09/29/06	Time Taken Processed
09/23/06	10/06/06	10/13/06	Leave Accrued, Time Taken Processed
10/07/06	10/20/06	10/27/06	Time Taken Processed
10/21/06	11/03/06	11/10/06	Leave Accrued, Time Taken Processed
11/04/06	11/17/06	11/24/06	Time Taken Processed
11/18/06	12/01/06	12/08/06	Leave Accrued, Time Taken Processed
12/02/06	12/15/06	12/22/06	Time Taken Processed