

Monthly Earning Rates in Hours *

If you earn this many days per year	If you earn this many days per month	And your daily shift is this many hours	Then you earn this many hours per month
10.00	0.83	5.00	4.17
11.00	0.92	5.00	4.58
12.00	1.00	5.00	5.00
13.00	1.08	5.00	5.42
15.00	1.25	5.00	6.25
20.00	1.67	5.00	8.33

* Rates are approximate. Employees working less than 52 weeks per year will accrue sick leave and vacation time on a pro-rated basis. Leave time is also pro-rated based on the hours per day an employee is authorized to work.