

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resources Department

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HR Interpretation 03-06-2012

Vacation and Personal Time Accrual

Regular status employees accrue vacation and personal hours based upon the number of hours worked per week and continued length of service to the Oneida Tribe. The employee who works 40 hours a week shall accrue at the following rate:

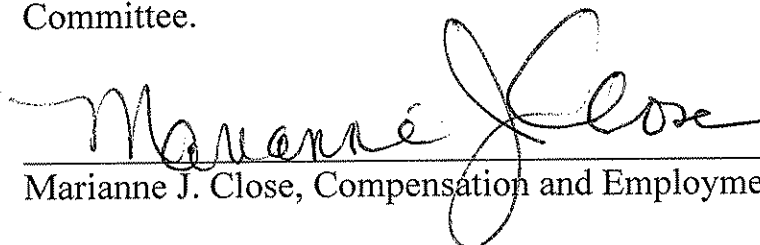
Years of Service	0-3 Years	4-7 Years	8-14 Years	15+ Years
Vacation Time Accrual	1.84	2.30	3.08	3.84
Personal Time Accrual	.92	1.23	1.54	1.84
Total Weekly Accruals	2.76	3.53	4.62	5.68

Regular status employees who work less than 40 hours per week will accrue vacation and personal time based upon hours worked within the work week.

Listed below is an example of an employee who works 20 hours per week.

Years of Service	0-3 Years	4-7 Years	8-14 Years	15+ Years
Vacation Time Accrual	.92	1.15	1.54	1.92
Personal Time Accrual	.46	.615	.77	.92
Total Weekly Accruals	1.38	1.765	2.31	2.84

An employee who works less than 40 hours a week will receive pro-rated vacation and personal time accruals based upon actual hours worked. This practice has been in effect since 1988 when the Personnel Policies and Procedures were approved by the Oneida Business Committee.


 Marianne J. Close, Compensation and Employment Director

3-06-2012
 Date