

Please complete the following grid indicating number of days by years of service, leave type, and job family.
Total days should only be completed for those organization using one leave bank.

Years of service	Leave type	Clerical & Support	Professionals	Management	Executive	Comments
0-4	Vacation	12.1	12.6	13.7	16.5	
	Sick	2.9	2.5	3.1	2.6	
	Personal	7.1	11.3	9.1	9.6	
	Total	22.1	26.4	25.9	28.7	
5-14	Vacation	17.1	16.7	17	18.6	
	Sick	3.1	2.6	3.2	2.9	
	Personal	7.3	11.4	9.1	9.6	
	Total	27.5	30.7	29.3	31.1	
15-24	Vacation	21.3	19.7	19.1	20.5	
	Sick	3.2	2.6	3.3	2.9	
	Personal	7.3	11.4	9.1	9.6	
	Total	31.8	33.7	31.5	33	
25 & greater	Vacation	23.1	21.4	20.8	21.4	
	Sick	3.4	3	3.3	3	
	Personal	7.5	11.4	9.1	9.5	
	Total	34	35.8	33.2	33.9	

Please complete the following grid (for all employee groups)

	Days	Comments
Fixed Holidays	9.1	
Floating Holidays	0.96	

	Days	Comments
Bereavement: Spouse, parent, child	3.6	
Grandparent, grandchild, in-laws	2.5	

Carryover (yes or no):	63% Yes 47% No	
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Can Employees Cash in unused Vacation?	72 % No 28% Yes	
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Waiting period required before new hires can take leave:

122 Day Average
