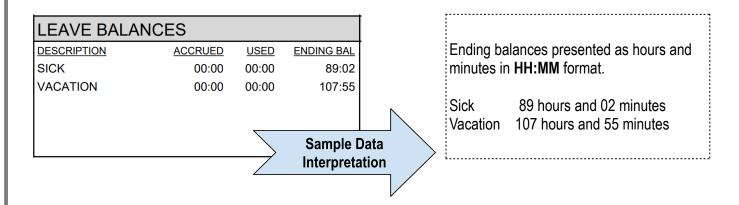


## Interpreting Leave Balances on Pay Stub

The sick and vacation leave balances reflected on your pay stub are presented in **hours and minutes**.

Use the conversion tool below to interpret your leave balances in terms of work **days**.



Sick: 89 Hours and 02 Minutes translates to 11.13 Sick Days (based on an 8 hour workday) Vacation: 107 Hours and 55 Minutes translates to 13.49 Vacation Days (based on an 8 hour workday)

Use the conversion tool below to translate <u>your balances</u> from *hours and minutes* to **days**.

HH:MM to Days Conversion Tool		
Hours:	Minutes:	Total hours in one regular workday*:

Balance converted to work days:

\*Enter the total hours of one regular workday in this field.

If you work 3 hours and 45 minutes per day, enter **3.75**. If your total daily work hours vary by day, please use the total hours worked in one week, divided by **5**.