GUIDE FOR CALCULATING TIME OFF

Revised 4/20/2018		CONTRACTED HOURS	CONTRACTED HOURS	CONTRACTED HOURS	CONTRACTED HOURS	CONTRACTED HOURS	CONTRACTED HOURS	CONTRACTED HOURS	CONTRACTED HOURS	CONTRACTED HOURS	CONTRACTED HOURS
		8.00	7.75	7.50	7.00	6.50	6.00	5.50	5.00	4.00	3.75
MINUTES ABSENT	15 min.	0.03	0.03	0.03	0.04	0.04	0.04	0.05	0.05	0.06	0.07
MINUTES ABSENT	30 min.	0.06	0.06	0.07	0.07	0.08	0.08	0.09	0.10	0.13	0.13
MINUTES ABSENT	45 min.	0.09	0.10	0.10	0.11	0.12	0.13	0.14	0.15	0.19	0.20
HOUR+MINUTES ABSENT	1 hr.	0.13	0.13	0.13	0.14	0.15	0.17	0.18	0.20	0.25	0.27
HOUR+MINUTES ABSENT	1 hr. 15 min.	0.16	0.16	0.17	0.18	0.19	0.21	0.23	0.25	0.31	0.33
HOUR+MINUTES ABSENT	1 hr; 30 min.	0.19	0.19	0.20	0.21	0.23	0.25	0.27	0.30	0.38	0.40
HOUR+MINUTES ABSENT	1 hr. 45 min.	0.22	0.23	0.23	0.25	0.27	0.29	0.32	0.35	0.44	0.47
HOUR+MINUTES ABSENT	2 hrs.	0.25	0.26	0.27	0.29	0.31	0.33	0.36	0.40	0.50	0.53
HOUR+MINUTES ABSENT	2 hrs. 15 min.	0.28	0.29	0.30	0.32	0.35	0.38	0.41	0.45	0.56	0.60
HOUR+MINUTES ABSENT	2 hrs. 30 min.	0.31	0.32	0.33	0.36	0.38	0.42	0.45	0.50	0.63	0.67
HOUR+MINUTES ABSENT	2 hrs. 45 min.	0.34	0.35	0.37	0.39	0.42	0.46	0.50	0.55	0.69	0.73
HOUR+MINUTES ABSENT	3 hrs.	0.38	0.39	0.40	0.43	0.46	0.50	0.55	0.60	0.75	0.80
HOUR+MINUTES ABSENT	3 hrs. 15 min.	0.41	0.42	0.43	0.46	0.50	0.54	0.59	0.65	0.81	0.87
HOUR+MINUTES ABSENT	3 hrs. 30 min.	0.44	0.45	0.47	0.50	0.54	0.58	0.64	0.70	0.88	0.93
HOUR+MINUTES ABSENT	3 hrs. 45 min.	0.47	0.48	0.50	0.54	0.58	0.63	0.68	0.75	0.94	1.00
HOUR+MINUTES ABSENT	4 hrs.	0.50	0.52	0.53	0.57	0.62	0.67	0.73	0.80	1.00	
HOUR+MINUTES ABSENT	4 hrs. 15 min.	0.53	0.55	0.57	0.61	0.65	0.71	0.77	0.85		
HOUR+MINUTES ABSENT	4 hrs. 30 min.	0.56	0.58	0.60	0.64	0.69	0.75	0.82	0.90		
HOUR+MINUTES ABSENT	4 hrs. 45 min.	0.59	0.61	0.63	0.68	0.73	0.79	0.86	0.95		
HOUR+MINUTES ABSENT	5 hrs.	0.63	0.65	0.67	0.71	0.77	0.83	0.91	1.00		
HOUR+MINUTES ABSENT	5 hrs. 15 min.	0.66	0.68	0.70	0.75	0.81	0.88	0.95			
HOUR+MINUTES ABSENT	5 hrs. 30 min.	0.69	0.71	0.73	0.79	0.85	0.92	1.00			
HOUR+MINUTES ABSENT	5 hrs. 45 min.	0.72	0.74	0.77	0.82	0.88	0.96				
HOUR+MINUTES ABSENT	6 hrs.	0.75	0.77	0.80	0.86	0.92	1.00				
HOUR+MINUTES ABSENT	6 hrs. 15 min.	0.78	0.81	0.83	0.89	0.96					
HOUR+MINUTES ABSENT	6 hrs. 30 min.	0.81	0.84	0.87	0.93	1.00					
HOUR+MINUTES ABSENT	6 hrs. 45 min.	0.84	0.87	0.90	0.96						
HOUR+MINUTES ABSENT	7 hrs.	0.88	0.90	0.93	1.00						
HOUR+MINUTES ABSENT	7 hrs. 15 min.	0.91	0.94	0.97							
HOUR+MINUTES ABSENT	7 hrs. 30 min.	0.94	0.97	1.00							
HOUR+MINUTES ABSENT	7 hrs. 45 min.	0.97	1.00								
HOUR+MINUTES ABSENT	8 hrs.	1.00									