

TIME OFF DEDUCTION SCHEDULE

Determine your work day and how much time you are requesting off. Using the charts below, determine the amount to enter based on your hours requested.

Example: You work 8 hrs per day and would like to request 5 hrs off, you would enter .625 in the system.

You work 5.50 hrs per day and would like to request 2 hrs off, you would enter .3639 in the system.

You must put all 4 numbers in when requesting time off in half hour increments.

Call Sue Gosse with any questions.

8 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.0625	
1.00	0.1250	
1.50	0.1875	
2.00	0.2500	
2.50	0.3125	
3.00	0.3750	
3.50	0.4375	
4.00	0.5000	
4.50	0.5625	
5.00	0.6250	
5.50	0.6875	
6.00	0.7500	
6.50	0.8125	
7.00	0.8750	
7.50	0.9375	
8.00	1.0000	

7.50 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.0667	
1.00	0.1333	
1.50	0.2000	
2.00	0.2667	
2.50	0.3333	
3.00	0.4000	
3.50	0.4667	
4.00	0.5333	
4.50	0.6000	
5.00	0.6667	
5.50	0.7333	
6.00	0.8000	
6.50	0.8667	
7.00	0.9333	
7.50	1.0000	

7 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.0714	
1.00	0.1429	
1.50	0.2143	
2.00	0.2857	
2.50	0.3571	
3.00	0.4286	
3.50	0.5000	
4.00	0.5714	
4.50	0.6429	
5.00	0.7143	
5.50	0.7857	
6.00	0.8571	
6.50	0.9286	
7.00	1.0000	

6 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.0833	
1.00	0.1667	
1.50	0.2500	
2.00	0.3333	
2.50	0.4167	
3.00	0.5000	
3.50	0.5833	
4.00	0.6667	
4.50	0.7500	
5.00	0.8333	
5.50	0.9167	
6.00	1.0000	

5.50 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.0909	
1.00	0.1818	
1.50	0.2727	
2.00	0.3636	
2.50	0.4545	
3.00	0.5455	
3.50	0.6364	
4.00	0.7273	
4.50	0.8182	
5.00	0.9091	
5.50	1.0000	

5.0 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.1000	
1.00	0.2000	
1.50	0.3000	
2.00	0.4000	
2.50	0.5000	
3.00	0.6000	
3.50	0.7000	
4.00	0.8000	
4.50	0.9000	
5.00	1.0000	

4 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.1250	
1.00	0.2500	
1.50	0.3750	
2.00	0.5000	
2.50	0.6250	
3.00	0.7500	
3.50	0.8750	
4.00	1.0000	

4.50 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.1111	
1.00	0.2222	
1.50	0.3333	
2.00	0.4444	
2.50	0.5556	
3.00	0.6667	
3.50	0.7778	
4.00	0.8889	
4.50	1.0000	

3.75 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.1333	
1.00	0.2667	
1.50	0.4000	
2.00	0.5333	
2.50	0.6667	
3.00	0.8000	
3.50	0.9333	
3.75	1.0000	

3 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.1667	
1.00	0.3333	
1.50	0.5000	
2.00	0.6667	
2.50	0.8333	
3.00	1.0000	

2.75 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.1818	
1.00	0.3636	
1.50	0.5455	
2.00	0.7273	
2.50	0.9091	
2.75	1.0000	

2 HR WORK DAY		
HOURS		
REQUESTED	ENTER	
0.50	0.2500	
1.00	0.5000	
1.50	0.7500	
2.00	1.0000	