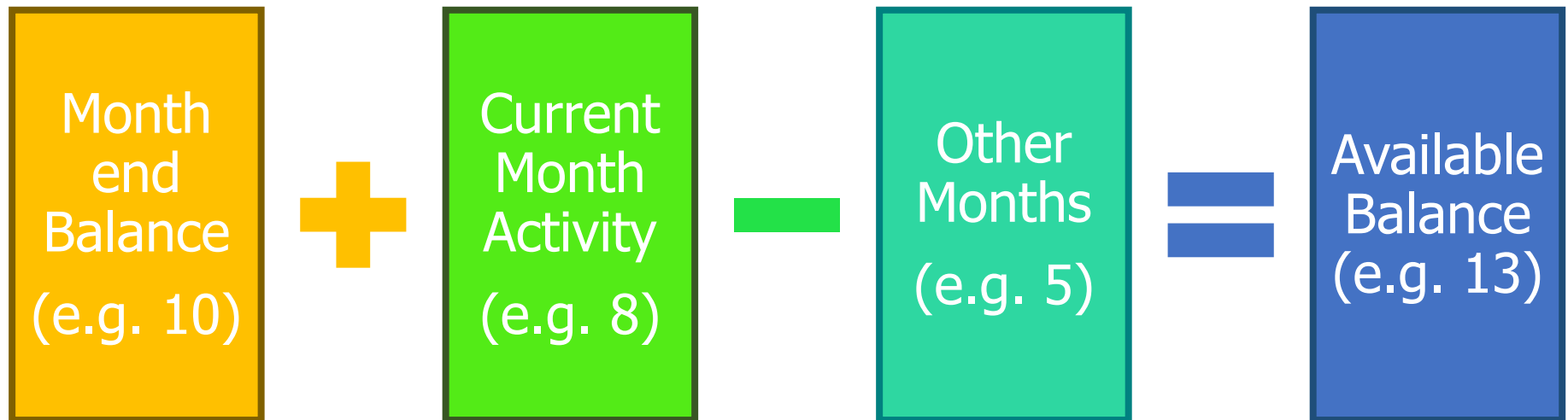


# ***Employee's Guide to Leave Accrual***

Leave accrual for State of Oregon employees happens once a month, after payroll has run and all corrections have been made. **This happens around the 10<sup>th</sup> of every month for the previous month.** For example, January's leave accrual happens around February 10<sup>th</sup>.

To update employee leave balances, the accrual process does the following:



- **Month end Balance** is the employee's "balance" from the previous month.
- **Current Month Activity** is the time that is given to the employee each month based on their contract/agreement.
- **Other Months** is the leave time the employee recorded for the previous month or has entered for a future month.
- **Available Balance** is the amount of time the employee has available to use after the leave accrual process completes the calculation.

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For more specific information on leave accruals, please contact your agency payroll department. A list of contact information can be found by clicking here: <http://www.oregon.gov/das/Financial/Payroll/Pages/epayagycontacts>