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 10th of every month for the previous month.** For example, January’s leave accrual happens around February 10th.

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.

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](http://www.oregon.gov/das/Financial/Payroll/Pages/epayagycontacts)