

**CERTIFIED STAFF  
TIMEOFF CALCULATION CHART**

This chart is to be used when calculating timeoff for employees who are submitting absences in Employee Access.

We use clock hours not class periods.

Please note: Any time off used beyond 6 hours/day is considered a full day absence.

Based on 8 Hour Day	
Hours Absent	Employee Access Timeoff Request
0.5	<b>0.0625</b>
1	<b>0.13</b>
1.5	<b>0.1875</b>
2	<b>0.25</b>
3	<b>0.38</b>
4	<b>0.50</b>
5	<b>0.63</b>
6	<b>0.75</b>
6.01 to 8	<b>1.00</b>