

**County of Ventura
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CALCULATING COMPENSATED TIME OFF FOR PART-TIME EMPLOYEES

The County of Ventura, Living Wage Ordinance, County Code Sections 4950-4967, requires employers to provide at least 12 compensated days off per year for sick leave, vacation, or personal necessity at the employee's request. The ordinance allows holidays to be counted as part of the 12 compensated days off. Use of the formula below to calculate the compensated time off accrued. The formula assumes that the part-time employee works a regularly assigned schedule. The calculation for as-needed or intermittent employees would be on the basis of hours worked.

12 days/year compensated time x 8 hours/day = 96 hours

Hours worked in a year: 52 weeks x 40 hours/week = 2080 hours

$$\frac{96}{2080} = 0.04615 \text{ hours compensated time off for every hour scheduled to work}$$

OR

2.769 minutes for every hour scheduled to work