



Time Conversion Table

Minutes		Tenths
1-6	-	.1
7-12	-	.2
13-18	-	.3
19-24	-	.4
25-30	-	.5
31-36	-	.6
37-42	-	.7
43-48	-	.8
49-54	-	.9
55-60	-	1.0

(NOTE: Report fractions of hours in tenths)

Hourly/Intermittent employees: Leave eligible hourly/intermittent employees can charge leave credits only for the number of hours they are normally scheduled to work.