**Section 310.70 Conversion of Base Salary to Daily or Hourly Equivalents**

For purposes of determining the hourly or daily equivalent of a base salary, the following methods of computation shall apply:

a) Payment for Vacation, Sick Leave\* and Unused Compensatory Overtime Credits – A daily (hourly) equivalent shall be determined by converting the base salary to an annual salary and dividing the result by the number of days (hours) usually worked in a year, according to the agency's normal work schedule as filed with the Department of Central Management Services.

\*Sick leave earned prior to January 1, 1984 and after December 31, 1997 is not compensable. Sick leave earned and not used between January 1, 1984 and December 31, 1997 will be compensable at the current base daily rate times one-half of the total number of sick days earned and retained during that time period.

b) Deductions from a Specific Pay Period – Employees working full time or a regular part of a full time schedule and who work less than the total number of days/hours in a specific pay period due to furlough days/hours or other noncompensated days/hours, as per Section 302.510 of the Personnel Rules (see 80 Ill. Adm. Code 302.510), shall have the value of the days/hours derived by dividing the annualized rate of pay by the total number of days/hours in a work year as filed by the agency with the Department of Central Management Services. The value of the deducted days/hours is subtracted from the semi-monthly rate.

c) Payment for Fractional Part of a Specific Pay Period – In those instances in which an employee is to be compensated at a rate that represents a number of work days (hours) that is less than the actual number of work days (hours) in the pay period, other than when authorized for deduction in accordance with subsection (b), the formula to be used is: monthly rate divided by two equal pay period rate; pay period rate divided by days (hours) scheduled equals daily (hourly) rate; daily (hourly) rate multiplied by days (hours) worked equals gross amount earned.

d) Part-Time Work – Part-time employees, whose base salary is other than an hourly or daily basis, shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

(Source: Amended at 46 Ill. Reg. 11713, effective July 1, 2022)