**Section 310.520 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 and 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.

b) 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, the formula to be used is: monthly rate divided by two equals 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.

c) 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)