

**EMPLOYEE KIOSK
CALCULATED AMOUNTS FOR EMPLOYEE ABSENCE REPORTING**

The chart below applies to all types of leave: sick, vacation, and personal time.
The chart is broken down into 30 minute increments. (i.e. 0.5 is 30 minutes);
it applies to 5.92, 6, 6.5, 7, 7.5, and 8 hour employee days.

5.92 HOUR EMPLOYEE

0.5	0.084
1	0.17
1.5	0.253
2	0.34
2.5	0.422
3	0.507
3.5	0.591
4	0.681
4.5	0.76
5	0.845
5.5	0.929
5.9	1

6 HOUR EMPLOYEE

0.5	0.09
1	0.17
1.5	0.25
2	0.34
2.5	0.42
3	0.5
3.5	0.59
4	0.67
4.5	0.75
5	0.84
5.5	0.92
6	1

6.5 HOUR EMPLOYEE

0.5	0.077
1	0.154
1.5	0.231
2	0.308
2.5	0.385
3	0.462
3.5	0.538
4	0.615
4.5	0.692
5	0.77
5.5	0.846
6	0.923
6.5	1

7 HOUR EMPLOYEE

0.5	0.071
1	0.143
1.5	0.214
2	0.286
2.5	0.357
3	0.428
3.5	0.5
4	0.571
4.5	0.643
5	0.714
5.5	0.786
6	0.857
6.5	0.929
7	1

7.5 HOUR EMPLOYEE

0.5	0.066
1	0.133
1.5	0.2
2	0.266
2.5	0.333
3	0.4
3.5	0.466
4	0.533
4.5	0.6
5	0.666
5.5	0.733
6	0.8
6.5	0.866
7	0.933
7.5	1

8 HOUR EMPLOYEE

0.5	0.063
1	0.125
1.5	0.188
2	0.25
2.5	0.313
3	0.375
3.5	0.438
4	0.5
4.5	0.563
5	0.625
5.5	0.688
6	0.75
6.5	0.813
7	0.875
7.5	0.938
8	1

Example: If you are an employee who works seven hours a day, and you take three hours of sick leave, you would input 0.428 of a day into the Kiosk system for that day.