GUIDE FOR CALCULATING TIME OFF

		CONTRACTED HOURS 8.00	CONTRACTED HOURS 7.58	CONTRACTED HOURS 7.50	CONTRACTED HOURS 7.00	CONTRACTED HOURS 6.50	CONTRACTED HOURS 6.00	CONTRACTED HOURS 5.50	CONTRACTED HOURS 5.00	CONTRACTED HOURS 4.50	CONTRACTED HOURS 4.00
MINUTES ABSENT	15 min.	0.031	0.033	0.033	0.036	0.038	0.042	0.045	0.050	0.056	0.063
MINUTES ABSENT	30 min.	0.063	0.066	0.067	0.071	0.077	0.083	0.091	0.100	0.111	0.125
MINUTES ABSENT	45 min.	0.094	0.099	0.100	0.107	0.115	0.125	0.136	0.150	0.167	0.188
HOUR+MINUTES ABSENT	1 hr.	0.125	0.132	0.133	0.143	0.154	0.167	0.182	0.200	0.222	0.250
HOUR+MINUTES ABSENT	1 hr. 15 min.	0.156	0.165	0.167	0.179	0.192	0.208	0.227	0.250	0.278	0.313
HOUR+MINUTES ABSENT	1 hr. 30 min.	0.188	0.198	0.200	0.214	0.231	0.250	0.273	0.300	0.333	0.375
HOUR+MINUTES ABSENT	1 hr. 45 min.	0.219	0.231	0.233	0.250	0.269	0.292	0.318	0.350	0.389	0.438
HOUR+MINUTES ABSENT	2 hrs.	0.250	0.264	0.267	0.286	0.308	0.333	0.364	0.400	0.444	0.500
HOUR+MINUTES ABSENT	2 hrs. 15 min.	0.281	0.297	0.300	0.321	0.346	0.375	0.409	0.450	0.500	0.563
HOUR+MINUTES ABSENT	2 hrs. 30 min.	0.313	0.330	0.333	0.357	0.385	0.417	0.455	0.500	0.556	0.625
HOUR+MINUTES ABSENT	2 hrs. 45 min.	0.344	0.363	0.367	0.393	0.423	0.458	0.500	0.550	0.611	0.688
HOUR+MINUTES ABSENT	3 hrs.	0.375	0.396	0.400	0.429	0.462	0.500	0.545	0.600	0.667	0.750
HOUR+MINUTES ABSENT	3 hrs. 15 min.	0.406	0.429	0.433	0.464	0.500	0.542	0.591	0.650	0.722	0.813
HOUR+MINUTES ABSENT	3 hrs. 30 min.	0.438	0.462	0.467	0.500	0.538	0.583	0.636	0.700	0.778	0.875
HOUR+MINUTES ABSENT	3 hrs. 45 min.	0.469	0.495	0.500	0.536	0.577	0.625	0.682	0.750	0.833	0.938
HOUR+MINUTES ABSENT	4 hrs.	0.500	0.528	0.533	0.571	0.615	0.667	0.727	0.800	0.889	1.000
HOUR+MINUTES ABSENT	4 hrs.15 min.	0.531	0.561	0.567	0.607	0.654	0.708	0.773	0.850	0.944	
HOUR+MINUTES ABSENT	4 hrs. 30 min.	0.563	0.594	0.600	0.643	0.692	0.750	0.818	0.900	1.000	
HOUR+MINUTES ABSENT	4 hrs. 45 min.	0.594	0.627	0.633	0.679	0.731	0.792	0.864	0.950		
HOUR+MINUTES ABSENT	5 hrs.	0.625	0.660	0.667	0.714	0.769	0.833	0.909	1.000		
HOUR+MINUTES ABSENT	5 hrs. 15 min.	0.656	0.693	0.700	0.750	0.808	0.875	0.955			
HOUR+MINUTES ABSENT	5 hrs. 30 min.	0.688	0.726	0.733	0.786	0.846	0.917	1.000			
HOUR+MINUTES ABSENT	5 hrs. 45 min.	0.719	0.759	0.767	0.821	0.885	0.958				
HOUR+MINUTES ABSENT	6 hrs.	0.750	0.792	0.800	0.857	0.923	1.000				
HOUR+MINUTES ABSENT	6 hrs. 15 min.	0.781	0.825	0.833	0.893	0.962					
HOUR+MINUTES ABSENT	6 hrs. 30 min.	0.813	0.858	0.867	0.929	1.000					
HOUR+MINUTES ABSENT	6 hrs. 45 min.	0.844	0.891	0.900	0.964						
HOUR+MINUTES ABSENT	7 hrs.	0.875	0.923	0.933	1.000						
HOUR+MINUTES ABSENT	7 hrs. 15 min.	0.906	0.956	0.967							
HOUR+MINUTES ABSENT	7 hrs. 30 min.	0.938	0.989	1.000							
HOUR+MINUTES ABSENT	7 hrs. 35 min.	0.948	1.000								
HOUR+MINUTES ABSENT	7 hrs. 45 min.	0.969									
HOUR+MINUTES ABSENT	8 hrs.	1.000									