GUIDE FOR CALCULATING TIME OFF

		CONTRACTED HOURS 8.00	CONTRACTED HOURS 7.58	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	CONTRACTED HOURS 3.50
MINUTES ABSENT	15 min.	0.031	0.033	0.036	0.038	0.042	0.045	0.050	0.056	0.063	0.071
MINUTES ABSENT	30 min.	0.063	0.066	0.071	0.077	0.083	0.091	0.100	0.111	0.125	0.143
MINUTES ABSENT	45 min.	0.094	0.099	0.107	0.115	0.125	0.136	0.150	0.167	0.188	0.214
HOUR+MINUTES ABSENT	1 hr.	0.125	0.132	0.143	0.154	0.167	0.182	0.200	0.222	0.250	0.286
HOUR+MINUTES ABSENT	1 hr. 15 min.	0.156	0.165	0.179	0.192	0.208	0.227	0.250	0.278	0.313	0.357
HOUR+MINUTES ABSENT	1 hr. 30 min.	0.188	0.198	0.214	0.231	0.250	0.273	0.300	0.333	0.375	0.429
HOUR+MINUTES ABSENT	1 hr. 45 min.	0.219	0.231	0.250	0.269	0.292	0.318	0.350	0.389	0.438	0.500
HOUR+MINUTES ABSENT	2 hrs.	0.250	0.264	0.286	0.308	0.333	0.364	0.400	0.444	0.500	0.571
HOUR+MINUTES ABSENT	2 hrs. 15 min.	0.281	0.297	0.321	0.346	0.375	0.409	0.450	0.500	0.563	0.643
HOUR+MINUTES ABSENT	2 hrs. 30 min.	0.313	0.330	0.357	0.385	0.417	0.455	0.500	0.556	0.625	0.714
HOUR+MINUTES ABSENT	2 hrs. 45 min.	0.344	0.363	0.393	0.423	0.458	0.500	0.550	0.611	0.688	0.786
HOUR+MINUTES ABSENT	3 hrs.	0.375	0.396	0.429	0.462	0.500	0.545	0.600	0.667	0.750	0.857
HOUR+MINUTES ABSENT	3 hrs. 15 min.	0.406	0.429	0.464	0.500	0.542	0.591	0.650	0.722	0.813	0.929
HOUR+MINUTES ABSENT	3 hrs. 30 min.	0.438	0.462	0.500	0.538	0.583	0.636	0.700	0.778	0.875	1.000
HOUR+MINUTES ABSENT	3 hrs. 45 min.	0.469	0.495	0.536	0.577	0.625	0.682	0.750	0.833	0.938	
HOUR+MINUTES ABSENT	4 hrs.	0.500	0.528	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	0.607	0.654	0.708	0.773	0.850	0.944		
HOUR+MINUTES ABSENT	4 hrs. 30 min.	0.563	0.594	0.643	0.692	0.750	0.818	0.900	1.000		
HOUR+MINUTES ABSENT	4 hrs. 45 min.	0.594	0.627	0.679	0.731	0.792	0.864	0.950			
HOUR+MINUTES ABSENT	5 hrs.	0.625	0.660	0.714	0.769	0.833	0.909	1.000			
HOUR+MINUTES ABSENT	5 hrs. 15 min.	0.656	0.693	0.750	0.808	0.875	0.955				
HOUR+MINUTES ABSENT	5 hrs. 30 min.	0.688	0.726	0.786	0.846	0.917	1.000				
HOUR+MINUTES ABSENT	5 hrs. 45 min.	0.719	0.759	0.821	0.885	0.958					
HOUR+MINUTES ABSENT	6 hrs.	0.750	0.792	0.857	0.923	1.000					
HOUR+MINUTES ABSENT	6 hrs. 15 min.	0.781	0.825	0.893	0.962						
HOUR+MINUTES ABSENT	6 hrs. 30 min.	0.813	0.858	0.929	1.000						
HOUR+MINUTES ABSENT	6 hrs. 45 min.	0.844	0.891	0.964							
HOUR+MINUTES ABSENT	7 hrs.	0.875	0.923	1.000							
HOUR+MINUTES ABSENT	7 hrs. 15 min.	0.906	0.956								
HOUR+MINUTES ABSENT	7 hrs. 30 min.	0.938	0.989								
HOUR+MINUTES ABSENT	7 hrs. 45 min.	0.969									
HOUR+MINUTES ABSENT	8 hrs.	1.000									