

APPENDIX A

Vacation/Sick Leave Problem Description

An academic institution requires its employees to keep track of vacation hours, sick leave hours, and consulting hours. A more efficient system is needed to reduce the time spent tracking these hours each month. Currently, all absences must be recorded by each employee and accurate records of accrued/taken sick leave and vacation hours must be individually maintained. Employees submit their “hours” via electronic mail to the director of financial services, who in turn generates a monthly time roster for the Payroll office. Payroll then produces the “accrued hours” report for each department. On December 31st, individual vacation records are adjusted to show no more than 45 accrued days of vacation time. There is no limit as to the total amount of sick leave which may be accrued.

