

Article 32: 6 - Leave and Substitute Calculations

# of credits	FTE	# sessions per week	hrs per session	# weeks	total hrs	one session/whole	substitute/leave	# of sessions	round down # of sessions (to not exceed threshold)
3-credit	0.200	4	1.370	6	33	0.04	0.0083	9.0	9
3-credit	0.200	2	2.000	8	33	0.06	0.0121	6.2	6
3-credit	0.200	1	3.000	11	33	0.09	0.0182	4.1	4
3-credit	0.200	2	1.500	11	33	0.05	0.0091	8.3	8
3-credit	0.200	3	1.000	11	33	0.03	0.0061	12.4	12
4-credit	0.267	2	2.000	11	44	0.05	0.0121	6.2	6
4-credit	0.267	3	1.333	11	44	0.03	0.0081	9.3	9
4-credit	0.267	4	1.000	11	44	0.02	0.0061	12.4	12
5-credit	0.333	2	2.500	11	55	0.05	0.0152	5.0	5
5-credit	0.333	3	1.667	11	55	0.03	0.0101	7.4	7
6-credit	0.400	3	2.000	11	66	0.03	0.0121	6.2	6

11	hours per credit	
15	credits for full time	
165	full-time hours	
0.075	FTE allowed for substituting	
12.375	.075 FTE in hrs	