

VI-12
19-DAY CHART
(Daily Factors)
(Revised 04/13)

Number of Working Days in the Month that will be used	Distribution Percentage to be used	Number of Working days in the Month that will be used	Distribution Percentage to be used
1	.0526	13	.6842
2	.1053	14	.7368
3	.1579	15	.7895
4	.2105	16	.8421
5	.2632	17	.8947
6	.3158	18	.9474
7	.3684	19	1.000
8	.4211	20	1.0526
9	.4737	21	1.1053
10	.5263	22	1.1579
11	.5789	23	1.2105
12	.6316		

When using the 19-day chart, 3/9ths is equal to 57 working days (not 3 calendar months). This is based on the average number of working days in a regular academic quarter. Working days are defined as Monday through Friday, including paid holidays. Additional compensation may, therefore, never exceed a total of 57 working days during the summer period. A distribution line on the payroll system may show in excess of 1.0000 in a given month, provided that the total compensation is to exceed one month (19 days). If a total of 2/9ths is to be received, the individual could receive more than 1/9th in the first month (distribution line showing more than 1.0000), and the remainder in the second month for the total distributions to equal 2.0000.