## Contract Proration Schedule
### Academic Affairs Budget Office

<table>
<thead>
<tr>
<th>FISCAL YEAR (FY)</th>
<th>ACADEMIC YEAR (AY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>260 Standard Total Days per Year</td>
<td>198 Standard Total Days per Year</td>
</tr>
</tbody>
</table>

**Formula for prorating a partial FY salary:**

- FY Salary / 12 = Monthly Salary
- Monthly Salary * Number of Full Months Worked = Amount 1
- FY Salary / 260 = Daily Rate (round to four decimal places)
- Number of days worked in the partial month * Daily Rate = Amount 2
- Amount 1 + Amount 2 = Prorated Salary

**Formula for prorating a partial AY salary:**

- AY Salary / 9 = Monthly Salary
- Monthly Salary * Number of Full Months Worked = Amount 1
- AY Salary / 198 = Daily Rate (round to four decimal places)
- Number of days worked in the partial month * Daily Rate = Amount 2
- Amount 1 + Amount 2 = Prorated Salary

Working Days = all weekdays including holidays

[http://www.bgsu.edu/offices/provost/budgeting/index.html](http://www.bgsu.edu/offices/provost/budgeting/index.html)