

## Contract Proration Schedule 2008-09

### FISCAL YEAR

260 Standard Total Days per Year

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

FY Salary/12 = Monthly Salary  
Monthly Salary x Number of Full Months = Amount 1

FY Salary/260 = Daily Rate (round to four decimal places)  
Number of days worked in partial month x Daily Rate = Amount 2

Amount 1 + Amount 2 = Partial-year Salary

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**Example of a partial-year contract:**

\$36,000 FY salary starting September 17, 2008.

\$36,000/12 = \$3,000 per month  
\$3,000 per month x 9 months = \$27,000 (Amount 1)

\$36,000/260 days = \$138.4615 per day  
\$138.4615 x 10 work days in Sept. (9/17 - 9/30) = \$1,384.6150 (Amount 2)

\$27,000 + \$1,384.6150 = \$28,385 (Partial-year salary 9/17/08 - 6/30/09)

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Works Days = all weekdays including holidays.

### ACADEMIC YEAR

August 13, 2008 - May 15, 2009

Days Per Month	Month	Accumulative Days Through May 15, 2009	From 1st of Month Days Until May 15, 2009
0	July	0	198
13	August *	13	198
22	September	35	185
23	October	58	163
20	November	78	140
23	December **	101	120
22	January ***	123	97
20	February	143	75
22	March	165	55
22	April	187	33
11	May ****	198	11
0	June	198	0

**198 Total Days \*\*\*\*\***

\* 10 days for graduate assistants  
 \*\* 15 days for graduate assistants  
 \*\*\* 15 days for graduate assistants  
 \*\*\*\* 6 days for graduate assistants  
 \*\*\*\*\* 175 total days for graduate assistants for the academic year  
 (Fall: 90 days [8/18/08 - 12/19/08]; Spring: 85 days [1/12/09 - 5/8/09] )

FOR CONVERSION TO FY OR AY: 31 days from 7/1/08 - 8/12/08; 32 days from 5/16/09 - 6/30/09; total of 63 days beyond AY calendar

**2008-2009 Academic Year dates per Finance & Administration**

<http://www.bgsu.edu/offices/budget/page24685.html>