

**TIME OFF BENEFITS**

**Paid Time Off (PTO)**

|                   |                |   |                               |                                  |
|-------------------|----------------|---|-------------------------------|----------------------------------|
| <b>Full- time</b> | <b>90 Days</b> | <b>Regular full-time employees accrue PTO based on the following schedule:</b>  |                               |                                  |
|                   |                | <u>Years of Service</u>   | <u>Accrual per Pay Period</u> | <u>Annual Accrual Hours/Days</u> |
|                   |                | 0-1   | 6.77                          | 176 / 22                         |
|                   |                | 1-3   | 7.07                          | 184 / 23                         |
|                   |                | 3-6   | 8.62                          | 224 / 28                         |
|                   |                | 6-10  | 10.46                         | 272 / 34                         |
|                   |                | 10-15   | 10.77                         | 280 / 35                         |
|                   |                | 15+   | 11.08                         | 288 / 36                         |
| <b>Part-time</b>  | <b>90 Days</b> | <b>Part-time employees accrue PTO pro-rated on the above schedule based on regular hours worked and years of service.</b> |                               |                                  |