

## PAID TIME OFF (PTO HRS) ACCRUAL

**Eligibility:** Eligibility to use personal time off is limited to regular full-time employees, both salaried and non-salaried, including sales staff. Employees working less than 30 hours a week and temporary employees are not eligible for this program. Employees on a leave of absence and employees who have resigned or been terminated are not eligible to participate or be paid for accrued time.

Please review your pay stub carefully to help you manage the use of your employee benefits for eligible employees. You may also refer to the automated time-keeping system to view and track your Paid Time Off (PTO) Accrual information.

Paid Time Off for Vacation Time must be approved in advance by your supervisor or manager.

Seasons	Eligible Months	Consecutive PTO Vacation Days Allowed	Requirements
Non-Peak	January, February and March	Five (5) or more.	Available PTO Accrual with supervisor or manager approval.
Peak	April, May, June, July, August and September	Five (5).	
Non-Peak	October, November and December	Five (5) or more.	

**Carry Over:** Employees are permitted up to five (5) “carry over” - PTO Vacation days. “Carry over” days must be used before the end of the following March.

Paid Time Off (PTO) Accrual amount per pay period		There are generally 26 (52 divided by 2) bi-weekly pay periods each year	
Years of Employment	Hours of Vacation Time Accrual	Hours of Sick Time Accrual	Total Hours of Accrual
Hire - First Anniversary	1.538	0.615	2.153
Second Anniversary	1.538	0.615	2.153
Third Anniversary	3.076	0.923	3.999
Fourth Anniversary	3.076	1.230	4.306
Fifth Anniversary	3.076	1.538	4.614
Vacation and Sick Time are called "Paid Time Off" or "PTO HRS"			