

PTO ACCRUAL

SALARIED EMPLOYEES (SCHEDULED TO WORK 40 HOURS PER WEEK)

PAID TIME OFF	BI-WEEKLY ACCRUAL	ANNUAL ACCRUAL
Year 1	5.54 Hours	144 hours or 18 days
Years 2-4	7.08 Hours	184 hours or 23 days
Year 5+	8.62 Hours	224 hours or 28 days

HOURLY EMPLOYEES (SCHEDULED TO WORK 40 HOURS PER WEEK)

PAID TIME OFF	BI-WEEKLY ACCRUAL	ANNUAL ACCRUAL
Years 1-4	5.54 Hours	144 hours or 18 days
Years 5-9	7.08 Hours	184 hours or 23 days
Year 10+	8.62 Hours	224 hours or 28 days