

ANNUAL LEAVE

The Annual Leave Program is a paid-time off system which allows employees to utilize time to meet personal needs. Annual Leave is a benefit offered to full time and part time flex employees. Annual Leave is earned on regular, overtime, bereavement, education, and Annual Leave hours paid. An employee will receive one (1) year of service credit for each 1,950 hours (if working a 7.5-hour day) or 2,080 hours (if working an 8-hour day) worked. Annual Leave will not accumulate on more than 1,950 (75 per pay) or 2,080 (80 per pay) hours in any given year depending on the regular schedule.

All newly hired full time employees will begin employment with three (3) work days (22.5 or 24 hours) of Annual Leave. This time will be viewable to the employee on their second paycheck with PSL. Therefore, the newly hired full time employee's first year Annual Leave will equal 20 days (150 or 160 hours) provided the full 1950 or 2080 hours were worked/paid. Employees who are changing status into a full time position will also be awarded the three (3) work days (22.5 or 24 hours) of Annual Leave upon their change of status effective date. The hours will be viewable on the paycheck in which the change of status to full time status occurred.

Team members designated as "full-time waiving benefits", PRN, or temporary, are not eligible for Annual Leave accrual. An employee who changes status from part-time flex to full-time begins to accumulate Annual Leave time based on the most recent full-time date. Annual Leave will start to accrue at the First Step based on the Annual Leave schedule below. Prior full-time service will count towards the Annual Leave step.

Full Time Annual Leave Schedules:

7.5 Hours Per Day Schedule

Step	Paid Hours that will complete years of service requirement	Years of Completed Service	Accumulation rate per hour	Number of Hours Accrued per bi-weekly pay (Based on 75 hours per pay)	Number of Days per year (Based on 1950 hours)
1	0 - 1,950	0	.0654	4.905	17
2	1,951-3,900	1	.0770	5.77	20
3	3,901 - 9,750	2	.0962	7.215	25
4	9,751 - 19,500	5	.1154	8.655	30
5	19,501 - 29,250	10	.1347	10.103	35
6	29,251 - 39,000	15	.1539	11.54	40
7	39,001 +	20	.1654	12.405	43

- For Step 1, newly hired full time employees who have met the required paid hours, will receive 20 days, which includes the 3 days referenced above.

- The Paid Hours column must be met to move to the next Step.

8.0 Hours Per Day Schedule

Step	Paid Hours that will complete years of service requirement	Years of Completed Service	Accumulation rate per hour	Number of Hours Accrued per bi-weekly pay (Based on 80 hours per pay)	Number of Days per year (Based on 1950 hours)
1	0 - 2,080	0	.0654	5.232	17
2	2,081 - 4,160	1	.0770	6.16	20
3	4,161 - 10,400	2	.0962	7.696	25
4	10,401 - 20,800	5	.1154	9.232	30
5	20,801 - 31,200	10	.1347	10.776	35
6	31,201 - 41,600	15	.1539	12.31	40
7	41,601 +	20	.1654	13.232	43

- For Step 1, newly hired full time employees who have met the required paid hours, will receive 20 days, which includes the 3 days referenced above.

- The Paid Hours column must be met to move to the next Step.

Part Time Annual Leave:

This benefit is not available for PRN employees. Annual Leave time accrued will be equal to one (1) hour for each 40 hours of worked time reached. Maximum accrual will total 40 hours per calendar year.

Example: An employee that works 40 hours in a two (2) week pay period will accrue one (1) hour of AL time for that pay period.

Employees may carry over their part-time annual leave balance to the next year to a maximum of 40 hours per calendar year. Employees will not have more than 40 hours of part-time AL time to use per calendar year. Unused part-time AL can be carried over into the new calendar year. In that scenario, part-time AL hours would carry over and the employee would accrue the difference between the carried over hours and 40 hours. A total of 40 part time AL hours are available for part-time employees per calendar year. Hours both accrued and paid will be displayed on the employees pay statement located on 'My HR'. Annual Leave can be requested and approved minimally in increments of 15 minutes. There is no terminal payout of part-time AL hours.