

## **PAID TIME-OFF (PTO)**

Paid Time-Off (PTO) should be used to record and be paid time and be paid for holidays, vacation, sick and other full work days away from work. PTO is not to be used in hourly increments. Employees eligible for PTO are not eligible for the Annual Leave benefit. PTO is available to employees on the first payroll of the year.

**A newly hired employee is eligible up to a maximum of 30 PTO days, prorated at time of hire to reflect full months remaining in the calendar year (3 days for each full month January thru June and 2 days for each full month July thru December).**

PTO awarded is linked to length of service according to the following schedule:

Upon Hire	30 Days (240 hours)
Upon completion of 2 years of service	35 Days (280 hours)
Upon completion of 4 years of service	36 Days (288 hours)
Upon completion of 10 years of service	40 Days (320 hours)