

Regular full-time employees accrue PTO based on the schedule below. Part-time employees accrue PTO pro-rated based on regular hours worked and years of service.

Months of Service	Accrual Hours Per Pay Period	Annual Accrual Hours/Days*	Maximum Accrual Hours/Days*
0-11	6.77	176/22	176/22
12-35	7.07	184/23	276/34.5
36-71	8.62	224/28	336/42
72-119	10.46	272/34	408/51
120-179	10.77	280/35	420/52.5
180+	11.08	288/36	432/54

*Days are based on 8 hour shifts.