



PAID TIME OFF

Holidays:

Regular full-time and regular part-time employees are eligible for paid holidays beginning with their date of hire. Regular full-time employees are eligible for 12 paid holidays per year. Regular part-time employees are eligible for paid holidays that fall on their regularly scheduled workdays. The following days are observed as holidays:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Holiday (2 days)	4 th Thursday and Friday in November
Winter Holidays (2 days)	December 24 and December 25
Floating Holiday	Employee's choice pending adequate operational coverage

Paid Time Off (PTO):

Regular full-time and regular part-time employees shall be eligible to participate in the PTO program. **PTO shall be available immediately following the successful completion of orientation period.**

<u>Years of Service</u>	<u>Annual Accrual Rate</u>
0-5	24 Days/192 Hours
6-10	27 Days/216 Hours
11-15	30 Days/240 Hours
16-19	33 Days/264 Hours
20 Plus	36 Days/288 Hours

Regular part-time employees will accrue a pro rata portion of the annual accrual rate commensurate with their years of service.