

- Full time team members are eligible to use PTO after six continuous months of employment. After completion of six continuous months of employment, a team member may schedule and/or take accrued PTO time, subject to approval.
- Beginning on November 1 of each year, team members who are interested in scheduling PTO for the following calendar year should submit their request to the Department Manager for approval. PTO requests must be completed and submitted by November 30. PTO requests submitted in November will be granted on seniority basis for the upcoming calendar year. All PTO requests submitted after December 1 will be granted on a first come, first serve basis according to scheduling needs.
- The number of PTO requests granted at any specific period of time will be determined by the Department Manager based on scheduling needs.
- PTO will be granted on the basis of workload, operational needs, availability of staff and date of hire, withing two (2) weeks in advance notice.
- The maximum PTO a team member can accumulate is two- and one-half times their annual accrual. If a team member reaches the maximum, they will no longer earn PTO until the balance is reduced.
- Requests for exceptions to the PTO policy must first be submitted in writing to the appropriate Director for review/approval and then to the Chief Executive Officer, or designee for review and approval.
- Paid time off (PTO) benefits accrue from the first day of employment. Team members who are in their probationary period may not schedule PTO but may use accrued PTO for an unexpected illness or injury after the 90th day of employment.

48 Hour Work Week (12-hr shifts)

Years of Service	Hours Per Pay Period	Yearly Accrual	Maximum Accrual
0-12 months	3.70	96.20	240.50
13-48 months	6.92	179.92	449.80
49-120 months	8.77	228.02	570.05
121+	10.62	276.12	690.30

42 Hour Work Week (12-hr shifts 48/36)

Years of Service	Hours Per Pay Period	Yearly Accrual	Maximum Accrual
0-12 months	3.23	83.98	209.95
13-48 months	6.46	167.96	419.90
49-120 months	8.08	210.08	525.20
121+	9.69	251.94	629.85

56 Hour Work Week (24)

Years of Service	Hours Per Pay Period	Yearly Accrual	Maximum Accrual
0-12 months	4.62	120.12	300.30
13-48 months	11.77	306.02	765.05
49-120 months	14.31	372.06	930.15
121+	16.85	438.10	1095.25