



FULL-TIME

8 PAID HOLIDAYS

- (12 Hours)
- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- Day after Christmas

YEARS OF SERVICE	ACCRUAL RATE PER PAY PERIOD	ANNUAL PTO ACCRUAL	MAXIMUM ACCRUAL**
UPON HIRE-5 YEARS	6.92 HOURS	15 DAYS (180 HOURS)	30 DAYS (360 HOURS)
6 YEARS - 10 YEARS	9.23 HOURS	20 DAYS (240 HOURS)	40 DAYS (480 HOURS)
11 YEARS+	11.53 HOURS	25 DAYS (300 HOURS)	50 DAYS (600 HOURS)

**No PTO hours will accrue beyond the maximum accruals listed.

*TIME OFF and PTO must be submitted to dispatch at least 1 week prior otherwise must be approved by Fran (Dispatch).

*PTO paid out by hours.

*PTO does accumulate

*PTO can not exceed 2 years of accumulation

***ANY TIME OFF, PAID OR NOT, BETWEEN APRIL 1ST AND JULY 1ST MUST BE APPROVED FIRST BY FRAN (DISPATCH).**

MEDICAL EMERGENCY

*Employee ONLY

*Up to 12 weeks by law

Year 1: 5 Days PTO

Year 2: 5 Days PTO

Year 3: 10 Days PTO

Year 4: 10 Days PTO

Year 5 and Above: 15 Days PTO

DEATH/FUNERAL

1 Days PTO

Immediate Family Member

5 Days PTO

MATERNITY LEAVE

6 Weeks Maternity Leave PTO

12 Weeks Maternity Leave PTO

6 Weeks PTO

6 Weeks No PTO

FAMILY MEDICAL LEAVE:

*Up to 12 weeks, required by law

NO PTO

JURY DUTY

PTO

*Required by Law