

PAID TIME OFF ACCRUAL CHART

I. FULL-TIME/MANAGERIAL (MPTO)

TENURE	ACCRUAL PER PAY PERIOD HOURS/DAYS	MAXIMUM ACCRUAL HOURS/DAYS
1 – 5 YEAR (1 – 60 Months)	6.46 HRS=21 DAYS=168 HRS	200 HRS = 25 DAYS
5 – 10 YEARS (61 – 120 Months)	8.31 HRS = 27 DAYS = 216 HRS	248 HRS = 31 DAYS
10 – 15 YEARS (121 – 180 Months)	8.92 HRS = 29 DAYS = 232 HRS	288 HRS = 36 DAYS
15 – 20 YEARS (181 – 240 Months)	9.23 HRS = 30 DAYS = 240 HRS	328 HRS = 41 DAYS
20+ YEARS (241+ Months)	9.54 HRS = 31 DAYS = 248 HRS	368 HRS = 46 DAYS

II. PART-TIME

TENURE	ACCRUAL PER PAY PERIOD HOURS/DAYS	MAXIMUM ACCRUAL HOURS/DAYS
1 – 5 YEAR (1 – 60 Months)	3.23 HRS = 10.5 DAYS = 84 HRS	100 HRS = 12.5 DAYS
5 – 10 YEARS (61 – 120 Months)	4.16 HRS = 13.5 DAYS = 108 HRS	128 HRS = 16 DAYS
10 – 15 YEARS (121 – 180 Months)	4.46 HRS = 14.5 DAYS = 116 HRS	148 HRS = 18.5 DAYS
15 – 20 YEARS (181 – 240 Months)	4.62 HRS = 15 DAYS = 120 HRS	168 HRS = 21 DAYS
20+ YEARS (240 + Months)	4.77 HRS = 15.5 DAYS = 124 HRS	188 HRS = 23.5 DAYS