

## **PAID TIME OFF ACCRUAL CHART**

### **I. FULL-TIME and MANAGERIAL (MPTO)**

Length of Service (Completed Years of Service)	<b>Effective January 1, 2025</b> Annual PTO Accrual: Hours / Year	Accrued Hours per Pay Period
0-36 months (0 – 3 Years)	196	7.54
37-60 months (3 – 5 years)	200	7.69
61-120 months (5-10 years)	244	9.38
121-180 months (10-15 years)	260	10
181-240 months (15-20 years)	268	10.31
241-300 months (20-25 years)	276	10.62
301-360 months (25+ years)	280	10.77

### **II. PART-TIME**

Length of Service (Completed Years of Service)	<b>Effective January 1, 2025</b> Annual PTO Accrual: Hours / Year	Accrued Hours per Pay Period
0-36 months (0 – 3 Years)	98	3.77
37-60 months (3 – 5 years)	100	3.85
61-120 months (5-10 years)	122	4.69
121-180 months (10-15 years)	130	5
181-240 months (15-20 years)	134	5.16
241-300 months (20-25 years)	138	5.31
301-360 months (25+ years)	140	5.39