



PTO and Sick Day Entitlements: Business Operations

Salaried and Full Time Hourly Management Benefit Group

Entitlement Service	PTO Days (Hours) Earned	Sick Days (Hours) Earned	Total Paid Days Off
Upon Hire	3 (24 hrs)	7 (56 hrs)	10 (80 hrs)
1yr	8 (64 hrs)	7 (56 hrs)	15 (120 hrs)
2yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
3yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
4yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
5yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
6yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
7yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
8yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
9yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
10yr	18 (144 hrs)	7 (56 hrs)	25 (200 hrs)
11yr	18 (144 hrs)	7 (56 hrs)	25 (200 hrs)
12yr	18 (144 hrs)	7 (56 hrs)	25 (200 hrs)
13yr	18 (144 hrs)	7 (56 hrs)	25 (200 hrs)
14yr	18 (144 hrs)	7 (56 hrs)	25(200 hrs)
15yrs and above	18 (144 hrs)	7 (56 hrs)	25 (200 hrs)



Full-Time Hourly Benefit Group

Entitlement Service	PTO Days (Hours) Earned	Sick Days (Hours) Earned	TOTAL Paid Days Off
Upon Hire	0	7 (56 hrs)	7 (56 hrs)
1yr	5 (40 hrs)	7 (56 hrs)	12 (96 hrs)
2yr	8 (64 hrs)	7 (56 hrs)	15 (120 hrs)
3yr	10 (80 hrs)	7 (56 hrs)	17 (136 hrs)
4yr	10 (80 hrs)	7 (56 hrs)	17 (136 hrs)
5yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
6yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
7yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
8yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
9yr	13 (104 hrs)	7 (56 hrs)	20 (160 hrs)
10yr	15 (120 hrs)	7 (56 hrs)	22 (176 hrs)
11yr	15 (120 hrs)	7 (56 hrs)	22 (176 hrs)
12yr	15 (120 hrs)	7 (56 hrs)	22 (176 hrs)
13yr	16 (128 hrs)	7 (56 hrs)	23 (184 hrs)
14yr	17 (136 hrs)	7 (56 hrs)	22 (192 hrs)
15yrs and above	18 (144 hrs)	7 (56 hrs)	25 (200 hrs)