



PTO and Sick Day Entitlements
Government – Salaried and Full Time Hourly

Entitlement Service	PTO Days (Hours) Earned	Sick Days (Hours) Earned	Total Paid Days Off
Upon Hire	5 (40 hrs)	7 (56 hrs)	12 (96)
1yr	15 (120 hrs)	7 (56 hrs)	22 (176)
2yr	15 (120 hrs)	7 (56 hrs)	22 (176)
3yr	15 (120 hrs)	7 (56 hrs)	22 (176)
4yr	15 (120 hrs)	7 (56 hrs)	22 (176)
5yr	20 (160 hrs)	7 (56 hrs)	27 (216)
6yr	20 (160 hrs)	7 (56 hrs)	27 (216)
7yr	20 (160 hrs)	7 (56 hrs)	27 (216)
8yr	20 (160 hrs)	7 (56 hrs)	27 (216)
9yr	20 (160 hrs)	7 (56 hrs)	27 (216)
10yr	20 (160 hrs)	7 (56 hrs)	27 (216)
11yr	21 (168 hrs)	7 (56 hrs)	28 (224)
12yr	22 (176 hrs)	7 (56 hrs)	29 (232)
13yr	23 (184 hrs)	7 (56 hrs)	30 (240)
14yr	23 (184 hrs)	7 (56 hrs)	30 (240)
15yr&Above	23 (184 hrs)	7 (56 hrs)	30 (240)