



PTO and Sick Day Entitlements  
Professional Services – Salaried and Full Time Hourly

Entitlement Service	PTO Days (Hours) Earned	Sick Days (Hours) Earned	TOTAL Paid Days Off
Upon Hire	10 (80 hrs)	7 (56 hrs)	17 (136 hrs)
1yr	15 (120 hrs)	7 (56 hrs)	22 (176 hrs)
2yr	15 (120 hrs)	7 (56 hrs)	22 (176 hrs)
3yr	15 (120 hrs)	7 (56 hrs)	22 (176 hrs)
4yr	15 (120 hrs)	7 (56 hrs)	22 (176 hrs)
5yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
6yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
7yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
8yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
9yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
10yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
11yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
12yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
13yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
14yr	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)
15yr&Above	20 (160 hrs)	7 (56 hrs)	27 (216 hrs)