

**Hourly--40 Hours per Week Budgeted Status**

Years of Service	Annual PTO Hours	Bi-Weekly Accrual Hours
0-4	200	7.69
5-9	240	9.23
10-14	280	10.77
15 & up	320	12.31

**Salaried--40 Hours per Week Budgeted Status**

Years of Service	Annual PTO Hours	Bi-Weekly Accrual Hours
0-4	240	9.23
5-9	280	10.77
10 & up	320	12.31

Please note that your accrual increases at the beginning of your 5<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> years.