

# PTO VS. Current Vacation Policy

## Employees Hired Before Jan. 1, 2022

- Employee will keep vacation time already in vacation bank for remainder of 2023. Starting Jan. 2023 employees will earn PTO for 2024 based on table below.
- Accrues PTO at the rate in the table below for the following year. *(Ex. 7-year employee works in 11 months in 2023, in Jan. 2024 the employee will have 110 hours deposited into his PTO bank.)*
- When an employee is retiring the employee will be paid out for all PTO in current bank and PTO accrued for the following year. *(Ex. 30-year employee starts 2025 off with 264 hours of PTO in bank and does not use any PTO and works 1 day in each month including June, employee accrued 132 hours for 2026. If employee retires in June employee will be paid out for 396 hours.)*
- PTO based on a calendar year, Jan. 1 through Dec. 31. Employee may Carry over subject to the PTO policy sections C(2(b)) and C(5).

## Employees Hired After Jan. 1, 2022

- Employees will keep any vacation already earned if any and will accrue PTO starting Jan. 2023 and will earn on a month-to-month basis.
- Accrues PTO at the rate in the table below for the following month. *(Ex. 7-year employee works one day in January; 10 hours will be deposited into his PTO bank in February.)*
- When an employee retires, he will be paid out for what's currently in his bank plus any PTO accrued that has yet been deposited in the bank subject to the max accrual. *(Ex. 30-year employee has 200 hours in his PTO bank and retires mid-March, the employee earned 22 hours for working in March that would be deposited in April. Employee will be paid out for 222 hours at retirement.)*
- PTO runs month to month. Employees cannot accrue more PTO than the accrual max based on their years of service.

PTO			Current System	
Years of service	Accrual Rate	Hours per Year accrued	Years of service	Hours per year accrued
0-2 Years	6.66 Per Month	80 hours plus one personal holiday	< 1 year	0 hours plus one personal holiday
3-8 Years	10.00 Per Month	120 hours plus one personal holiday	1-2 year	40 hours plus one personal holiday
9-17 Years	13.33 Per Month	160 hours plus one personal holiday	3-7 year	80 hours plus one personal holiday and one personal day
18-20 Years	16.66 Per Month	200 hours plus one personal holiday	8-16 years	120 hours plus one personal holiday and one personal days
21-25 Years	18.66 Per Month	224 hours plus one personal holiday	17-25	160 hours plus one personal holiday and two personal days
26+ Years	22.00 Per Month	264 hours plus one personal holiday	25+	200 hours plus one personal holiday and two personal days