

PTO & Personal Time

Hourly Associates Earning Paid Time Off

- Hourly Associates begin accruing PTO hours in the first pay period following completion of 90 days of continuous employment. PTO hours are accrued on the 15th and last day of every month.

(Employees with a current hire date prior to February 1, 2015.)

Anniversary Year	Semi-monthly Accrual Hours	Monthly Accrual Hours	Annual # of PTO Hours	Annual # of PTO Days (approx.)
Hire Date	3.56	7.12	64	8
1	4.34	8.68	104	13
2	5.00	10.00	120	15
3	5.67	11.34	136	17
4	6.34	12.68	152	19
5	6.67	13.34	160	20
6	7.00	14.00	168	21
7	7.34	14.68	176	22
8	7.67	15.34	184	23
9	7.67	15.34	184	23
10	7.67	15.34	184	23

Part-time Associates PTO Schedule

(Employees with a current hire date prior to February 1, 2015.)

Anniversary Year	Semi-monthly Accrual Hours	Monthly Accrual Hours	Annual # of PTO Hours	Annual # of PTO Days (approx.)
Hire Date	1.78	3.56	32	4.0
1	2.17	4.34	52	6.5
2	2.50	5.00	60	7.5
3	2.84	5.68	68	8.5
4	3.17	6.34	76	9.5
5	3.34	6.68	80	10.0
6	3.50	7.00	84	10.5
7	3.67	7.34	88	11.0
8	3.84	7.68	92	11.5
9	3.84	7.68	92	11.5
10	3.84	7.68	92	11.5

Earning Personal Time (Unpaid)

- Full-time employees will earn 16 hours of personal time twice a year, on January 1 and July 1 (32 hours total), Part-time employees will earn 8 hours of personal time on January 1 and July 1 (16 hours total). Personal time is pro-rated for new hires based on start date in the quarter hired.

Dock Time and Dock No Points

Unpaid time is used when an employee exhausts all their Paid Time Off (PTO) and Personal Time.

- Dock is unpaid time and applied in increments of actual time missed.
- Dock time, unpaid and **does** accrue attendance points.
- Dock No points, unpaid and **does not** accrue attendance points.

Example Situations:

Dock - No Points:

- In-office employee calls out due to illness or fever of 100.4 (employee cannot come to the office until symptom-free/fever-free for 24 hours)
- Hospitalization with documentation required for employee or employee's minor child/dependent hospitalization
- No daycare for child with proof of COVID-related exposure

Dock - With Points:

- If PTO/Personal Time is exhausted and unable to use an instance or make up time
- Weather (facility open)
- Car problems
- Child is home with illness unrelated to COVID