

My Total Rewards: Paid Time Off (PTO) Accruals

The PTO accrual levels and maximums are outlined below. (Employees working less than full time earn prorated PTO based upon hours paid. Employees authorized 48-59 hours per pay period accrue at 75 percent of the full-time accrual rate.)

| PTO Category | PTO level | Qualifying years of service | Annual PTO maximum accruals (assumes full-time status) Number of days |
|---|---|-----------------------------|--|
| Category 1: Non-exempt clerical, technical, service, support and non-exempt supervisory employees | 1 | 0-4 | 24 |
| | 2 | After 4-8 | 29 |
| | 3 | After 8-14 | 34 |
| | 4 | After 14 | 39 |
| Category 2: Professional and exempt supervisory employees | 1 | 0-1 | 24 |
| | 2 | After 1-4 | 29 |
| | 3 | After 4-14 | 34 |
| | 4 | After 14 | 39 |
| Category 3: Advance Practice employees | 1 | 0-14 | 34 |
| | 2 | After 14 | 39 |
| Designated managerial and executive employees | These managers and executives have an informal time-off management policy. Guidelines are to use up to 34 days of time off annually for service up to 14 years and 39 days annually after 14 years. | | |