

### **PTO Accrual Schedule for Full Time Employees**

#### **Schedule A: Academic\* Schedule Employees (35 hour per week “academic” schedule)**

*(Working according to educational program or adult day program calendar) \*Please note that some academic schedule positions (e.g., certified teachers) are actual “exempt” positions as defined by federal law, and as such all applicable federal and state laws apply. However, for the purpose of PTO accrual schedules, all 35 hour/week academic schedule employees accrue time according to schedule A)*

<u>Years of Service</u>	<u>Annual Days Accrued (7-hour work day)</u>	<i>(By definition, all academic schedule employees are on 7 hour/day 35 hour/week work schedule, with no more than 230 work days/year)</i>	<u>Annual Hours Accrued</u>	<u>Hours Accrued per 2 week pay period</u>
0 – 5	10		70	2.69
5 – 10	12		84	3.23
10 or +	15		105	4.04

#### **Schedule B: Non – Exempt (overtime eligible) Employees (40 hour per week work schedule)**

<u>Years of Service</u>	<u>Annual Days Accrued (8 hour work day)</u>	<u>Annual Days Accrued (10 hour work day)</u>	<u>Annual Hours Accrued</u>	<u>Hours Accrued per 2 week pay period</u>
0 – 5	30	24	240	9.23
5-10	35	28	280	10.77
10 +	40	32	320	12.31

#### **Schedule C: Exempt Employees (40 hour per week work schedule)**

<u>Years of Service</u>	<u>Annual Days Accrued ( 8 hour work day)</u>	<u>Annual Days Accrued (10 hour work day)</u>	<u>Annual Hours Accrued</u>	<u>Hours Accrued per 2 week pay period</u>
0 – 5	30	24	240	9.23
5-10	35	28	280	10.77
10+	45	36	360	13.85