

6	7.69
7	8.00
8	8.00
9	8.31
10	8.31
11	8.62
12	8.62
13	8.92
14	8.92
15	9.23
16	9.23
17	9.54
18	9.54
19+	9.85

As an example, at the end of the first completed year of service, a full-time employee may accrue a maximum of 168 hours (6.46 x 26 pay periods = 168 hours). After the first completed year of service, such employee will then accrue at a rate of 6.77 hours per eligible pay period during the next year.

Each regular full time employee hired on or after January 1, 2010 shall earn PTO leave, with pay, on the following basis:

YEARS OF SERVICE	HOURS ACCRUED PER ELIGIBLE PAY PERIOD
1 – 2	4.61
1 3 – 4	5.00
5	5.39
6 – 10	6.15
11 – 15	7.69
16+	9.23

B. PTO is computed from the latest date of hire of the employee.

C. Part-time employees (who work 20 hours or more per week) accrue PTO on a prorated basis (based on a 40 hour a week schedule). For example, an employee regularly scheduled to work 30 hours per week with four years of service will accrue 75 percent of 7.39 hours per eligible bi-weekly pay period, a total of 5.54 hours per eligible bi-weekly pay period.

D. To accrue the designated amount of PTO leave on a bi-weekly basis, an employee must be paid for at least 80 percent of scheduled working days within the bi-weekly pay period.