



## EMPLOYEE COMPENSATION & BENEFITS

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### **Vacation Paid Time Off**

Eligibility: Full-time and part-time employees

Employees can earn up to 96 Hours Annually (12 days each year) if working 40 hours/week.

PTO will accrue each pay period at a rate of 4.6154% of hours worked in that pay period. This percentage increases with tenure.

40 Hours of Accrued Vacation PTO can be rolled over from one calendar year to the next.