



## EMPLOYEE COMPENSATION & BENEFITS

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### **Sick Time Paid Time Off**

Eligibility: Full-time, part-time and PRN 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 does not increase with tenure.

All Accrued Hours of Sick PTO can be rolled over from one calendar year to the next, however no more than 96 hours of Sick Time can be accrued by an employee.

Additional Sick Time may be available in response to a Declared Public Health Emergency.