

PTO Accrual Table:

Employee Group and Years of Service:	Days Earned	Annual Hours Earned	Pay Period Accrual (hrs)
Staff : Full Time			
0-5 years	19	152.00	6.33
6-10 years	22	176.00	7.33
11+ years	26	208.00	8.67
Staff: Full Time Hourly 9-10 Month Employees			
0-5 years	8	64.00	2.67
6+ years	10	80.00	3.33
Staff and Administrative: Regular Part Time			
0-5 years	5	40.00	1.67
6-10 years	7	56.00	2.33
11+ years	10	80.00	3.33
Administrators: Full Time			
0-5 years	23	184.00	7.67
6+ years	26	208.00	8.67