



YOUR WELL-BEING BENEFITS INCLUDE PAID TIME OFF



Paid time away from work benefits your well-being and the well-being of your loved ones, colleagues and community. We offer a generous package of paid time off (PTO). You will have time to enjoy a vacation, take care of your health or help a loved one heal, volunteer in your community, celebrate holidays — and two extra days for whatever you choose.

2 DAYS PAID PERSONAL TIME

Enjoy these days any time of the year, for any reason: celebrate your birthday, take a mental health break, honor a holiday that is important to you or just have a fun day away from work.

Hired after Oct. 1? Your personal days start in the next calendar year.

5 WEEKS PAID PARENTAL LEAVE

When you add a child to your family through birth or adoption, you may be eligible for five weeks of paid parental leave. If you are the birthing parent, you also are eligible for paid short-term disability leave, under the terms of that policy.

8 HOURS PAID VOLUNTEER TIME

We support your commitment to the well-being of our communities.

6 DAYS PAID SICK TIME 2026

- 48 hours of sick time annually
- Accrue (earn) time each pay period
- Take time to care for yourself or for a family member.
- Use the time when you need it and roll over what you don't need.
 - Need more time than you've accrued? Take the time you need. You can use time before you have accrued it – called "going negative."
 - Didn't need to use all your time in a year? Carry over up to 80 hours of time into the following year, to use in addition to the time you accrue that year.
- Local laws may make you eligible for more sick time or carryover, as outlined in our policy.

Where to find details

Years of service [Employee Hub > DQ4U > HR & Payroll Toolbox > Menu > Myself > Personal > Employee Summary > Seniority](#)

Other policies [Employee Hub > DQ4U, Search: Policies](#)

3 TO 5 WEEKS PAID VACATION 2026

YEARS OF SERVICE	ANNUAL PAID VACATION	HOURS ACCRUED PER PAY PERIOD
Up to 2 years	15 days	4.62
More than 2 years, less than 5 years	17 days	5.23
More than 5 years, less than 10 years	20 days	6.15
More than 10 years	25 days	7.69
Employees at director level and above		
Up to 2 years	20 days	6.15
More than 2 years	25 days	7.69

9 DAYS PAID HOLIDAYS

PAID HOLIDAYS	2026
New Year's Day	Thursday, Jan. 1
Martin Luther King Jr. Day	Monday, Jan. 19
Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Labor Day	Monday, Sept. 7
Thanksgiving Day	Thursday, Nov. 26
Thanksgiving Friday	Friday, Nov. 27
Christmas Eve	Thursday, Dec. 24
Christmas Day	Friday, Dec. 25

Questions?

Contact your manager or your human resources business partner.

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