

Arizona, California, Colorado, Illinois, Minnesota and Oregon Employees

PTO is calculated per pay period as follows:

From Hire Date to 1 Year Anniversary Date:	From 1 Year Anniversary Date to 5 Year Anniversary Date:	From 5 Year Anniversary Date to 20 Year Anniversary Date:	From 20 Year Anniversary Date Forward
Full-Time:	Full-Time:	Full-Time:	Full-Time:
Accumulates 1.54 hours per pay period	Accumulates 3.08 hours per pay period	Accumulates 4.62 hours per pay period	Accumulates 6.16 hours per pay period
(Equates to 5 days/yr)	(Equates to 10 days/yr)	(Equates to 15 days/yr)	(Equates to 20 days/yr)
PTO Max. – 64 hours	PTO Max. – 120 hours	PTO Max. – 160 hours	PTO Max. – 200 hours
Part-Time:	Part-Time:	Part-Time:	Part-Time:
Accumulates .62 hours per pay period	Accumulates 1.55 hours per pay period	Accumulates 3.10 hours per pay period	Accumulates 4.62 hours per pay period
(x hours worked per pay period divided by work hours available in pay period)	(x hours worked per pay period divided by work hours available in pay period)	(x hours worked per pay period divided by work hours available in pay period)	(x hours worked per pay period divided by work hours available in pay period)
PTO Max. – 40 hours	PTO Max. – 80 hours	PTO Max. – 120 hours	PTO Max. – 160 hours