Arizona, 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 (Equates to 5 days/yr)	Accumulates 3.08 hours per pay period (Equates to 10 days/yr)	Accumulates 4.62 hours per pay period (Equates to 15 days/yr)	Accumulates 6.16 hours per pay period (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 (x hours worked per pay period divided by work ours available in pay period)	Accumulates 1.55 hours per pay period (x hours worked per pay period divided by work hours available in pay period)	Accumulates 3.10 hours per pay period (x hours worked per pay period divided by work hours available in pay period)	Accumulates 4.62 hours per 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