



Paid Time Off Summary

Non-Exempt Vacation Time

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
5 years or less	12 work days	24 work days
Over 5 years	17 work days	34 work days
Over 15 years	22 work days	44 work days

Exempt Vacation Time

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
5 years or less	17 work days	34 work days
Over 5 years	22 work days	44 work days

Other Paid Time Off

<u>Paid Holidays</u>	<u>Personal Days</u>	<u>Sick Leave</u>
8 paid holidays	4 personal days	12 sick days

For details, please see the coordinating HR Policy.

[hr401 Holidays](#)

[hr402 Vacations](#)

[hr403 Personal Days](#)

[hr404 Sick Leave](#)