

PTO & Personal Time

Hourly Associates Earning Paid Time Off

- Hourly Associates begin accruing PTO hours in the first pay period following completion of 90 days of continuous employment. PTO hours are accrued on the 15th and last day of every month
- Permanent Full-Time Associate PTO

Anniversary Year	Semi-Monthly Accrual Hours Earned	Monthly Accrual Hours Earned	Annual # of PTO Hours Earned	Annual # of PTO Days Earned
Hire Date	3.56	7.12	64	8
1	4.0	8.0	96	12
2-4	5.0	10.0	120	15
5+	6.67	13.34	160	20

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- Permanent Part-Time Associate PTO

Anniversary Year	Semi-Monthly Accrual Hours Earned	Monthly Accrual Hours Earned	Annual # of PTO Hours Earned	Annual # of PTO Days Earned
Hire Date	1.78	3.56	32	4
1	2.0	4.0	48	6
2-4	2.50	5.0	60	7.5
5+	3.33	6.66	80	10

SCA Associates PTO & Sick Leave

- Employees begin accruing PTO hours on the first pay period following completion of 90 days of continuous employment. PTO hours are accrued on the 15th and last day of every month in the first year of employment. Thereafter, annually on the employee’s anniversary date.
- Permanent Full-Time Associate PTO

Anniversary Year	Semi-Monthly Accrual Hours Earned	Monthly Accrual Hours Earned	Annual # of PTO Hours Earned	Annual # of PTO Days Earned
Hire Date	2	4	48	6
1-4	-	-	80	10
5-14	-	-	120	15
15-24	-	-	160	20
25+	-	-	200	25

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- Permanent Part-Time Associate PTO

Anniversary Year	Semi-Monthly Accrual Hours Earned	Monthly Accrual Hours Earned	Annual # of PTO Hours Earned	Annual # of PTO Days Earned
Hire Date	1	2	24	3
1-4	-	-	40	5
5-14	-	-	60	7.5
15-24	-	-	80	10
25+	-	-	100	12.5

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- SCA Sick Leave
 - SCA Associates begin accruing Sick Leave hours on their first day of employment. Employees accrue one (1) hour of Sick Leave per every 30 hours worked for a max of 56 hours each year. The hours populate in employee's Sick Leave available balance after the employee's timecard has been fully approved. Sick leave accrues annually based on the employee's anniversary year.

Anniversary PTO

- After five (5) years of service a full-time employee is eligible for 8 hours of Anniversary PTO (part-time employees 4 hours).
- Hours must be scheduled and used in full 8-hour increments (part-time 4-hour increments).
- On the first day of the employee's anniversary month, Anniversary PTO is placed in the Anniversary PTO accrual in CBE's time keeping system. Anniversary PTO expires on the first day of the next month; hours must be used within the anniversary month only or the time is forfeited.
- Anniversary PTO is not paid out upon CBE exit.

Birthday PTO

- After one (1) year of service an employee is eligible for 8 hours of Birthday PTO (parttime employees 4 hours).
- Hours must be scheduled and used in full 8-hour increments (part-time 4-hour increments).
- On the first day of the employee's birthday month, Birthday PTO is placed in the Birthday PTO accrual in CBE's time keeping system. Birthday PTO expires on the first day of the next month; hours must be used within the birthday month only or the time is forfeited.
- Birthday PTO is not paid out upon CBE exit

Earning Personal Time

- Personal Time is offered to all permanent full-time/part-time employees and temporary full-time employees. Personal Time is unpaid and can be used instead of PTO (employees do not have to exhaust their PTO prior to using Personal Time), when PTO has been exhausted, or before PTO is earned. Full-time employees will earn 16 hours of Personal Time twice a year on January 1 and July 1 (32 hours total), part-time employees will earn 8 hours of Personal Time on January 1 and July 1 (16 hours total). Personal Time cannot be carried over at the end of the year to a new calendar year.