

My Total Rewards: Paid Time Off (PTO) Accruals

The PTO accrual levels and maximums are outlined below. Employees working less than full time earn prorated PTO based upon hours paid. Employees authorized 48-59 hours per pay period accrue at 75 percent of the full-time accrual rate.

PTO Category	PTO level	Qualifying years of service	Annual PTO maximum accruals (assumes full-time status) Number of days
Category 1: Non-exempt clerical, technical, service, support and non-exempt supervisory employees	1	0-4	24
	2	After 4-8	29
	3	After 8-14	34
	4	After 14	39
Category 2: Professional and exempt supervisory employees	1	0-1	24
	2	After 1-4	29
	3	After 4-14	34
	4	After 14	39
Designated managerial and executive employees	These managers and executives have an informal time off management policy. Guidelines are to use up to 34 days of time off annually for service up to 14 years and 39 days annually after 14 years.		

Please note:

Contract PTO maximums vary; please check your contract for details.

Exceptions: step in grade nurses, nursing supervisors, physicians, advanced practice providers, and 7/70 positions should connect with their Human Resources Representative for accrual specifics.