

Earned Time Off Accruals

1. Full-time hourly employees accrue ETO as follows:

Hourly Non-Exempt Full-time Employees *Days are based on 8 hours								
Years Employed	96 Hours Per Pay Period		84 Hours Per Pay Period		80 Hours Per Pay Period		72-76 Hours Per Pay Period	
	Annualized Days	Hours Accrued Per Pay	Annualized Days	Hours Accrued Per Pay	Annualized Days	Hours Accrued Per Pay	Annualized Days	Hours Accrued Per Pay
0-4.99	28	8.5	24	7.38	23	7.08	21	6.46
5-14.99	34	10.34	29	8.92	28	8.62	25	7.69
15 & More	40	12.18	35	10.77	33	10.15	33	10.15

2. Full-time Exempt (Salary) employees who are not Department Leaders:

Salary Full-time Employees		
Years Employed	Annualized Days	Hours Accrued Per Pay
0-4.99	28	8.62
5 & More	33	10.15

3. Full-time Exempt (Salary) Dept. Leaders and Non-contractual Providers:

Department Leaders and Providers		
Years Employed	Annualized Days	Hours Accrued Per Pay
0-2.99	28	8.62
3 & More	33	10.15

4. Regularly Scheduled Part-time hourly employees (this does not include PRN):

Hourly Non-exempt Part-time Employees						
*Employees who are regularly scheduled for less than 70 hours per pay period						
Percent of Employment	FTE 20% or 8 hours per week	FTE 40% or 16 hours per week	FTE 50% or 20 hours per week	FTE 60% or 24 hours per week	FTE 75% or 30 hours per week	FTE 80% or 32 hours per week
Years Employed	Hours Accrued Per Pay Period					
0-0.99	1.11	2.22	2.77	3.32	4.15	4.43
1.499	1.42	2.83	3.54	4.25	5.31	5.66
5-14.99	1.72	3.45	4.31	5.17	6.46	6.89
15 and More	2.03	4.06	5.08	6.09	7.62	8.12