



FULL-TIME HOURLY TEAM MEMBER

8 PAID HOLIDAYS

(12 Hours)

New Year's Day

Memorial Day

4th of July

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Day

Day after Christmas

PAID TIME OFF

Year 1: 10 Days/120 Hours PTO

Year 2: 10 Days/120 Hours PTO

Year 3: 12 Days/144 Hours PTO

Year 4: 15 Days/180 Hours PTO

Year 5: 15 Days/180 Hours PTO

Year 6-10: 20 Days/240 Hours PTO

Year 10 and over: 25 Days/300 Hours PTO

*TIME OFF and PTO must be submitted to dispatch at least 1 week prior otherwise must be approved by Fran (Dispatch).

*PTO paid out by hours.

*PTO does accumulate

*PTO can not exceed 2 years of accumulation

***ANY TIME OFF, PAID OR NOT, BETWEEN APRIL 1ST AND JULY 1ST MUST BE APPROVED FIRST BY FRAN (DISPATCH).**

MEDICAL EMERGENCY

*Employee ONLY

*Up to 12 weeks by law

Year 1: 5 Days PTO

Year 2: 5 Days PTO

Year 3: 10 Days PTO

Year 4: 10 Days PTO

Year 5 and Above: 15 Days PTO

DEATH/FUNERAL

1 Days PTO

Immediate Family Member

5 Days PTO

FAMILY MEDICAL LEAVE:

*Up to 12 weeks, required by law

NO PTO

JURY DUTY

PTO

*Required by Law