

## US Employees

Reg. Scheduled weekly hours	PTO Accrual for 0-4.99 Years of Service	Semi-Monthly Accrual*	PTO Accrual for 5-9.99 Years of Service	Semi-Monthly Accrual*	PTO Accrual for 10+ Years of Service	Semi-Monthly Accrual*	Maximum PTO Accrual	Hours Paid Per Day on FI Holidays
50	160 hrs / 20 days	6.67 hrs	168 hrs / 21 days	7 hrs	184 hrs / 23 days	7.67 hrs	320 hrs	Reg. Sched. Hrs.
45	160 hrs / 20 days	6.67 hrs	168 hrs / 21 days	7 hrs	184 hrs / 23 days	7.67 hrs	320 hrs	Reg. Sched. Hrs.
40	160 hrs / 20 days	6.67 hrs	168 hrs / 21 days	7 hrs	184 hrs / 23 days	7.67 hrs	320 hrs	Reg. Sched. Hrs.
35	140 hrs / 20 days	5.83 hrs	147 hrs / 21 days	6.13 hrs	161 hrs / 23 days	6.71 hrs	320 hrs	Reg. Sched. Hrs.
30	120 hrs / 20 days	5 hrs	126 hrs / 21 days	5.25 hrs	138 hrs / 23 days	5.75 hrs	320 hrs	Reg. Sched. Hrs.
<30	0	0	0	0	0	0	0	0

**\*Please note accruals will be granted before the time off taken is applied. Plan time off accordingly if you are close to reaching the maximum PTO accrual, as accrual grants will not be adjusted. Accruals are applied on 1st and 16th of each month for exempt employees and 9th and 24th for non-exempt employees.**