

Paid Time Off (PTO)

PTO begins to accrue six months after hire date. PTO accrual is prorated based on hours **worked** and will accrue at a rate of:

6 months-2 years after the hire date: 0.01923 per hour **worked** (40 hours/year for a full-time employee)

2 years-7 years after the hire date: .04615 per hour **worked** (96 hours/ year for a full-time employee)

7-10 years: .05769 per hour **worked** (120 hours/year for a full-time employee)

10+ years: .07692 per hour **worked** (160 hours/year for a full-time employee)

Annual PTO accrual will not exceed the maximum amount of hours that the employee can accrue per year (for example, a full time employee who can accrue 40 hours a year in PTO may not accrue *more* than 40 hours during the course of the year). **Over time hours do not count toward PTO accrual.** Employees may not take paid vacation until they have actually earned or accrued the vacation time.

With the nature of our work, we encourage you to use PTO throughout the year. ~~Unused PTO, up to a maximum of 40 hours, may be carried over into the next calendar year. Any PTO hours carried over into the next year must be used by April 1st each year.~~ **PTO hours will stop accruing once the employee has reached their yearly PTO allotment. In other words, an employee that has been working at the Hamlet for 7-10 years may roll over their PTO into the new year, but if their PTO goes over 120 hours at any point, they will stop accruing additional PTO.**

Please request PTO at least four weeks in advance; it helps with scheduling. Unused PTO will be cashed out at termination as long as you provide at least two weeks' notice of resignation in writing.