

MacKenzie Pope

From: Human Resources
Sent: Thursday, December 31, 2020 10:39 AM
To: ALLUSERS
Subject: Additional Revisions to Leave Programs
Attachments: Revised 2021 Holiday and Pay Schedule 1220.pdf; Revised PTO Policy 1220.pdf

Recently, a decision was made to add a company paid holiday to our current holiday schedule and to further enhance our recently revised PTO program. Attached are our revised 2021 Holiday and Pay Schedule and our revised PTO policy. These changes will be effective on 1/1/21. A summary of the changes are below.

- Holiday and Pay Schedule. We've added an employee floating holiday, which can be used for the employee's birthday or any other work day with prior supervisor approval.
- PTO Program. This revised schedule replaces the previously revised (08/20) schedule.

Completed Years of Service	Annual PTO Allotment (hours)	Annual PTO Allotment (days)
0 – 1 years	120 hours	15 days
2 – 5 years*	136 hours	17 days
6 – 9 years*	176 hours	22 days
10+ years*	216 hours	27 days

**An employee's PTO allotment amount will change at the beginning of the year AFTER the employee's anniversary date.*

Here's to a safe and prosperous 2021!

Human Resources

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