



Paid Time Off Details – January 2025

Paid Vacation (Full-Time Employees)			
Length of Service (Years)	Annual Accrual (Weeks)	Annual Accrual (Hours)	Biweekly Accrual Rate (Hours/Pay Period)
Less than 1	1 week	40	1.54
1 - 4	2 weeks	80	3.08
5 - 14	3 weeks	120	4.62
15 +	4 weeks	160	6.15

Length of Service (Years)	Maximum Accrual (Weeks)	Maximum Accrual (Hours)
1 - 4	3 weeks	120
5 - 14	4 weeks	160
15 +	5 weeks hourly / 6 weeks salary*	200 hourly / 240 salary*

New Hires begin accruing Paid Vacation time immediately, however, there is a 6-month waiting period for New Hires to use Paid Vacation time.

Paid Vacation is intended to be used each year. Vacation will stop accruing once the maximum accrual is reached. The maximum accrual for Vacation is annual accrual plus 40 hours (**except salaried employees with 15 + years of service*) as shown in the chart above.

CA Paid Sick Leave
In addition to Vacation, employees are provided 40 hours Paid Sick Leave per year.

There is a 90-day waiting period for New Hires to use Paid Sick Leave. Paid Sick Leave is then reloaded each January 1.

Paid Holidays (Full-Time Employees)
New Year's Day
Memorial Day
4th of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

*Day of Service (Martin Luther King Jr Day) starting 2026

*Two Additional "Floating Holidays" can be used throughout the year

There is a 90-day waiting period for New Hires to use their Floating Holidays. These are reloaded each January 1.

Other Holidays do not have a waiting period, however, Holiday Pay will not be granted if there is an unexcused absence the workday before or the workday after the Holiday.

Paid Bereavement Leave (Full-Time Employees)

Employees receive up to 24 hours paid and 16 hours unpaid Bereavement Leave following the death of a covered family member – a spouse, parent, stepparent, parent-in-law, child, stepchild, sibling, grandparent, grandchild, minor child’s parent, or any other relation required by law.
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There is a 30-day waiting period for New Hires to use Bereavement Leave.