

# ● U.S. Benefits Overview Notes

## *Flexible Time Off*

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- Flexible Time-Off (FTO) is a bank of paid time off that you can use throughout the year.
- FTO gives you the opportunity to refresh with a vacation, recover from an illness, or take care of personal business.
- You begin to accrue FTO hours on your first day of employment.
- Work with your manager to schedule and use your FTO.

### Accrual

- The amount of FTO you receive grows with your years of service. See table below.
- **Part-time employees** earn FTO on a pro-rated basis based on hours worked.
- FTO is capped (limited at a specific point). Once you reach your accrual cap, you stop earning FTO until you use some of it.
  - The Cap is equal to 1.5 times your yearly FTO accrual.

### **Flexible Time Off Schedule**

Years of Service	Pay Period Accrual Rate In Hours	Yearly Accrual Rate In Days	FTO Accrual Cap In Days
less than 5	5.00	15.0	22.5
5 - 10	6.67	20.0	30
11	7.00	21.0	31.5
12	7.34	22.0	33
13	7.67	23.0	34.5
14	8.00	24.0	36
15	8.34	25.0	37.5
16	8.50	25.5	38.25
17	8.67	26.0	39
18	8.84	26.5	39.75
19	9.00	27.0	40.5
20	9.17	27.5	41.25
21	9.34	28.0	42
22	9.50	28.5	42.75
23	9.67	29.0	43.5
24	9.84	29.5	44.25
25 and over	10.00	30.0	45

## **Holidays**

- 10 holidays are provided each year.
- Includes a **floating holiday**, typically scheduled next to another holiday to create a 4-day weekend.
- One-day **Personal Holiday** also provided -- can be scheduled at any time during the year.
  - To be eligible for the personal holiday, you must be an active employee on the first scheduled work day in January and you have to use it in the same year you earn it – the personal holiday doesn't carry over from year to year.