

Document History

| Date | Description |
|----------|--|
| 1/1/06 | New policy |
| 12/15/14 | <p>Numerous edits have been made that do not change the substance of the policy, but do make meaning more clear. Read carefully.</p> <ul style="list-style-type: none">• The first paragraph of the “Eligibility” section has been changed as follows: Full-time, Regular, full-time-salaried and hourly administrative employees scheduled to work at least 30 hours per week are entitled to PTO based on their active service.• The first sentence of the “Initial Waiting Period” section has been replaced with the following: An eligible new hire may begin using PTO on the first day of the month following a three month waiting period from the hire date (initial waiting period).• The example sentence at the end of the first paragraph has been deleted.• The following paragraphs were added to the end of the section: An employee who transfers into an eligible position during the first three (3) months of employment may use PTO when the employee completes the initial waiting period. An employee who transfers into an eligible position after having completed the initial waiting period is eligible to use PTO beginning on the date of transfer.• The first paragraph of the “Amount” section has been replaced, and a new table has been created for explaining the amount of personal time off. |