

Non-Uniformed NON-Union Eligible Employees

Paid Time Off (PTO)

Paid Time Off (PTO) Leave may be used for vacation, personal illness, funeral Leave/attendance, illness of a family member or other personal business.

Regular, full-time (non-uniformed, non-union) employees shall earn paid Leave at the following rate:

	Annual Accrual	Mid-Mgrs. Annual Accrual
	160 hours	184
3 to 10 Years	200 hours	224
10 to 20 Years	224 hours	248
20 Years of Service and Over	256 hours	280

Paid Time Off may be accumulated to a maximum of 320 hours.

Upon termination of employment, an employee will receive payment of all the PTO Leave balance.

Short-Term Disability Leave (STD)

Short-Term Disability can be used for extended personal illness requiring the employee to be absent more than three (3) days (with acceptable medical documentation).

All full-time non-uniformed non-union eligible employees earn Short-Term Disability (STD) at the rate of six (6) days per year.

After five (5) years of service, an employee will receive 2% of the STD account (maximum 1,000 hours) per years of service, upon termination of employment.

Longevity Pay

Longevity pay will be paid at the rate of \$4 per month for each year of service up to and including the fifth (5th) year and \$6 per month for each year of service beginning at six (6) years and for each year thereafter.