

## PTO Accrual Tables

Select the appropriate table to determine the number of hours earned per payroll

- **Based on a 35 Hour work week**

Ministry Directors shall be entitled to the days of PTO listed below:

<b>Years of Service</b>	<b>Maximum PTO Days</b>	<b>Maximum PTO Hours</b>	<b>Accrued Hours Based on 26 pay periods</b>
0-10 years	21 days per year	147	5.65
10+ years	26 days per year	182	7

Full time Employees (working 35-39 hours per week) shall be entitled to the days of PTO listed below:

<b>Years of Service</b>	<b>Maximum PTO Days</b>	<b>Maximum PTO Hours</b>	<b>Accrued Hours Based on 26 pay periods</b>
0-7 years	16 days per year	112	4.31
7-10 years	19 days per year	133	5.12
10-20 years	21 days per year	147	5.65
20+ years	26 days per year	182	7

**NOTE:** Part-time employees (working 20-34 hours per week) earn 56 hours of PTO, accruing at the rate of 2.15 hours based on 26 pay periods.

- **Based on a 40 Hour work week**

Ministry Directors shall be entitled to the days of PTO listed below:

<b>Years of Service</b>	<b>Maximum PTO Days</b>	<b>Maximum PTO Hours</b>	<b>Accrued Hours Based on 26 pay periods</b>
0-10 years	21 days per year	168	6.46
10+ years	26 days per year	208	8

Full time Employees (working 40 or more hours per week) shall be entitled to the days of PTO listed below:

<b>Years of Service</b>	<b>Maximum PTO Days</b>	<b>Maximum PTO Hours</b>	<b>Accrued Hours Based on 26 pay periods</b>
0-7 years	16 days per year	128	4.92
7-10 years	19 days per year	152	5.85
10-20 years	21 days per year	168	6.46
20+ years	26 days per year	208	8

**NOTE:** Part-time employees (working 20-34 hours per week) earn 64 hours of PTO, accruing at the rate of 2.83 hours based on 26 pay periods.