

## → Time away from work benefits

### Rest and renew

We encourage you to use paid time off (PTO) to rest and renew.

Our program is designed with flexibility to meet your need for paid time off, regardless of the reason: vacation, personal days or sick time.

In addition to PTO, we offer paid hours for eight holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, and Christmas Day. Full-time employees receive eight hours per holiday. Hours are prorated for part-time employees provided they are at least a 0.5 FTE.

### Paid time off (PTO)

Eligible full-time and part-time\* employees with at least a 0.5 FTE receive paid time off to use for vacations, personal days and sick days. Holidays are in addition to PTO hours. Each pay period, you accumulate PTO hours based upon your FTE and your completed years of service.

Years of service**	PTO accrual rate per pay period	Maximum hours in PTO bank	PTO days accrued per year	Annual holiday hours
<1	5.23 hours	300	17+3***	64
1 and less than 5	6.15 hours	300	20	64
5 and less than 10	7.68 hours	300	25	64
10 and less than 15	8.63 hours	300	28	64
15 or more	9.11 hours	300	29.6	64

\* Part-time employees with at least a 0.5 FTE are eligible for PTO credit on a prorated basis. \*\* Kansas City employees hired prior to Dec. 31, 2014, view new accrual chart on 24/7.

\*\*\* New hires will receive 24 hours frontloaded (based on FTE) at time of hire.