

**MONTHLY PTO ACCRUALS AND MAXIMUM BALANCE**

<b>Non Exempt</b>		0-4.9 years		5-9.9 years		10 or more years *	
<b>Exempt</b>				0-4.9 years		5 or more years*	
	Budgeted Hrs	Monthly Accrual	Balance Max.	Monthly Accrual	Balance Max.	Monthly Accrual	Balance Max.
20%	8	2.667	48.0	3.467	62.4	4.267	76.8
	9	3.000	54.0	3.900	70.2	4.800	86.4
25%	10	3.334	60.0	4.334	78.0	5.334	96.0
	11	3.667	66.0	4.767	85.8	5.867	105.6
30%	12	4.000	72.0	5.200	93.6	6.400	115.2
	13	4.334	78.0	5.634	101.4	6.934	124.8
35%	14	4.667	84.0	6.067	109.2	7.467	134.4
	15	5.000	90.0	6.500	117.0	8.000	144.0
40%	16	5.334	96.0	6.934	124.8	8.534	153.6
	17	5.667	102.0	7.367	132.6	9.067	163.2
45%	18	6.000	108.0	7.800	140.4	9.600	172.8
	19	6.334	114.0	8.234	148.2	10.134	182.4
50%	20	6.667	120.0	8.667	156.0	10.667	192.0
	21	7.000	126.0	9.100	163.8	11.200	201.6
55%	22	7.334	132.0	9.534	171.6	11.734	211.2
	23	7.667	138.0	9.967	179.4	12.267	220.8
60%	24	8.000	144.0	10.400	187.2	12.800	230.4
	25	8.334	150.0	10.834	195.0	13.334	240.0
65%	26	8.667	156.0	11.267	202.8	13.867	249.6
	27	9.000	162.0	11.700	210.6	14.400	259.2
70%	28	9.334	168.0	12.134	218.4	14.934	268.8
	29	9.667	174.0	12.567	226.2	15.467	278.4
75%	30	10.001	180.0	13.001	234.0	16.001	288.0
	31	10.334	186.0	13.434	241.8	16.534	297.6
80%	32	10.667	192.0	13.867	249.6	17.067	307.2
	33	11.001	198.0	14.301	257.4	17.601	316.8
85%	34	11.334	204.0	14.734	265.2	18.134	326.4
	35	11.667	210.0	15.167	273.0	18.667	336.0
90%	36	12.001	216.0	15.601	280.8	19.201	345.6
	37	12.334	222.0	16.034	288.6	19.734	355.2
95%	38	12.667	228.0	16.467	296.4	20.267	364.8
	39	13.001	234.0	16.901	304.2	20.801	374.4
100%	40	13.334	240.0	17.334	312.0	21.334	384.0

\* Those exempt staff hired 6/30/97 or before who have 0-5 years of service will accrue at the maximum rate.

\* Those non-exempt staff who have been here more than eight years but less than ten years as of 6/28/97 will accrue at the maximum rate.