

***Paid Time Off (PTO)
Managers, Supervisors and Professional Exempt Employees***

SOMC provides employees with the ability to earn paid time off (PTO) hours for purposes of rest, relaxation, illness, and to spend time with their families. PTO is accrued for every hour worked up to 80 hours per pay according to the schedule below:

<u>Status</u>	<u>Years of Service</u>	<u>Pay Cycles</u>	<u>Maximum Annual Accrual</u>	<u>PTO earned per/hr</u>
Salary/Supv.	0 to 9	1-234	192	.0924
Salary/Supv.	10 to 19	235-494	232	.1116
Salary/Supv.	20 or more	495 or more	272	.1308

The Maximum Annual Accrual (MAA) represents the maximum amount of PTO hours that may be accrued during a given calendar year. This is based on an employee working 2080 hours in a calendar year. Employees working less than 2080 hours will accrue a lesser amount based on the actual hours they work.