

Allotment Schedule

Full flexPTO Allotment		
Years of service on 7/1 of current fiscal year	non-exempt employees	exempt employees
less than 12 months (date of hire to first anniversary)	192 hours	29 days
1	200 hours	29 days
2	208 hours	29 days
3	216 hours	29 days
4	224 hours	29 days
5	232 hours	34 days
6	240 hours	34 days
7	248 hours	34 days
8	256 hours	34 days
9	264 hours	34 days
10 plus	272 hours	34 days

Prorating flexPTO Allotment based on Standard Hours

An employee's allotment will be based upon the following schedule:

Standard Hours	Allotment
30 or more	100%
20 to 29	75%
10 to 19	50%
Less than 10	25%

Prorate Schedule for New Staff			
hire/start date	July 2–October 1	October 2–January 1	January 2–April 1
allotment available at scheduled allotment period	October 1	January 1	April 1
Exempt: 1-5 years	21 days	14 days	7 days
Exempt: more than 5 years	25 days	17 days	8 days
Non-Exempt: less than 12 months	144 hours	96 hours	48 hours
Non-Exempt: 1 year	150 hours	100 hours	50 hours
Non-Exempt: 2 years	156 hours	104 hours	52 hours
Non-Exempt: 3 years	162 hours	108 hours	54 hours
Non-Exempt: 4 years	168 hours	112 hours	56 hours
Non-Exempt: 5 years	174 hours	116 hours	58 hours
Non-Exempt: 6 years	180 hours	120 hours	60 hours
Non-Exempt: 7 years	186 hours	124 hours	62 hours
Non-Exempt: 8 years	192 hours	128 hours	64 hours
Non-Exempt: 9 years	198 hours	132 hours	66 hours
Non-Exempt: 10 plus years	204 hours	136 hours	68 hours