

PTO Carryover and Payout

Unused PTO hours will automatically carryover to the new anniversary year, up to a maximum of 40 hours. Any hours over 40 will be forfeited, unless otherwise required by law and set forth below.

Full-time employees working in California and Colorado and full-time employees working in Illinois who were hired prior to January 1, 2015, are eligible for unlimited carryover, subject to the maximum balance limit. If an employee reaches the set maximum balance limit, they will stop accruing PTO until they take time off. The PTO maximums are as follows:

Years of Service	Maximum Balance Limit
1 to 5 years	210 hours
6 years to 10 years	280 hours
11 years or more	350 hours

If a California, Illinois or Colorado employee transfers to another state, he/she will carry with him/her any accrued but unused PTO reflected on their paycheck stub. The employee must work with his/her new manager to use any PTO over 40 hours by his/her anniversary date.

Accrued and unused PTO hours will be paid out to an employee upon either termination or a change from full-time status to part-time or casual part-time status.