

The amount of PTO awarded for continuous employment is:

After completion of 60 day orientation period	1 week
After 1 full year	2 weeks
After 5 full years	3 weeks
After 10 full years	4 weeks
After 20 full years	5 weeks

The amount of earned PTO is based on the average weekly hours worked the previous 12 months multiplied by the number of weeks of PTO earned.