

Paid Time Off Plans and Earning Rates

Home Office/US Tech Hourly Associates

National PTO Plan


Associates earn PTO based on the National PTO Plan unless local laws (e.g., Paid Sick Leave) require different earning rates.

Protected PTO Plans

Associates earn Protected PTO where required by local laws. Protected PTO provides paid time/leave with absence protection to use for sick, safe, or family care purposes. When you reach your maximum amount of earned Protected PTO, the amount you were earning as Protected PTO will instead be earned as PTO (you will earn PTO at the rate of PTO and Protected PTO combined) until you reach your maximum amount of earned PTO for the year. For example, a 5-year associate on the National Protected PTO Plan earns regular PTO at the total earning rate of 1 PTO hour for every 11.82 hours worked after earning 48 hours of Protected PTO.

Earning rates before Protected PTO maximum is met

0.051282




PTO

Earn 1 hour for every 19.50 hours worked

+

0.033333




Protected PTO

Earn 1 hour for every 30 hours worked

Earning rate after Protected PTO maximum is met

0.084615



PTO

Earn 1 hour for every 11.82 hours worked

Earning rates for 5-year associate on the National Protected PTO Plan

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
3-5	0.051282	19.50	128	0.033333	30.00	48	11.82	176

Total earning rate: $0.051282 + 0.033333 = 0.084615$
 $1 \text{ hour} \div 0.084615 = 11.82 \text{ time to earn 1 hour}$

PLAN	LOCATIONS	Page #
NATIONAL PTO PLAN	All locations <i>except</i> Arizona, California, Colorado, Connecticut, District of Columbia, Illinois, Maine, Maryland, Massachusetts, Michigan, Minnesota, including Bloomington, Minneapolis, and St. Paul, Nevada, New Jersey, New Mexico, New York including New York City & Westchester County (NY), Oregon, Philadelphia (PA), City of Pittsburgh (PA), Rhode Island, Vermont, and Washington	2
STANDARD PROTECTED PTO PLAN	Locations in Arizona, Colorado, Connecticut, Maine, Maryland (<i>except</i> Montgomery County), Massachusetts, Michigan, Minnesota, including Bloomington, Minneapolis, and St. Paul, New Jersey, Oregon, Philadelphia (PA), City of Pittsburgh (PA), Rhode Island, and Vermont	3
CONTINUOUS PROTECTED PTO PLAN	Locations in District of Columbia, Montgomery County (MD), New Mexico, New York including New York City & Westchester County (NY), and Washington	4
STANDARD PROTECTED PTO PLAN w/KIN CARE	Illinois locations	5
CONTINUOUS PROTECTED PTO PLAN w/KIN CARE	Locations in California and Nevada	6



NATIONAL PTO PLAN

All locations except Arizona, California, Colorado, Connecticut, District of Columbia, Illinois, Maine, Maryland, Massachusetts, Michigan, Minnesota, including Bloomington, Minneapolis, and St. Paul, Nevada, New Jersey, New Mexico, New York including New York City & Westchester County (NY), Oregon, Philadelphia (PA), City of Pittsburgh (PA), Rhode Island, Vermont, and Washington

For full-time associates

Years of Service	PTO		Total
	Rate	Time to earn 1 hour	Max hours/year
0*-1	0.057692	17.33	120
2	0.065385	15.29	136
3-5	0.084615	11.82	176
6-9	0.100000	10.00	208
10-14	0.107692	9.29	224
15-19	0.126923	7.88	264
20+	0.146154	6.84	304

For part-time associates

Years of Service	PTO		Total
	Rate	Time to earn 1 hour	Max hours/year
0*-1	0.023077	43.33	48
2	0.050000	20.00	104
3-5	0.050000	20.00	104
6-9	0.050000	20.00	104
10-14	0.050000	20.00	104
15-19	0.050000	20.00	104
20+	0.069231	14.44	144

For temporary associates

Temporary associates are not eligible to earn PTO



STANDARD PROTECTED PTO PLAN

Locations in Arizona, Colorado, Connecticut, Maine, Maryland (except Montgomery County), Massachusetts, Michigan, Minnesota, including Bloomington, Minneapolis, and St. Paul (MN), New Jersey, Oregon, Philadelphia (PA), City of Pittsburgh (PA), Rhode Island, and Vermont

For full-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	0.024359	41.05	72	0.033333	30.00	48	17.33	120
2	0.032052	31.20	88	0.033333	30.00	48	15.29	136
3-5	0.051282	19.50	128	0.033333	30.00	48	11.82	176
6-9	0.066667	15.00	160	0.033333	30.00	48	10.00	208
10-14	0.074359	13.45	176	0.033333	30.00	48	9.29	224
15-19	0.093590	10.68	216	0.033333	30.00	48	7.88	264
20+	0.112821	8.86	256	0.033333	30.00	48	6.84	304

For part-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	n/a	n/a	n/a	0.033333	30.00	48	30.00	48
2	0.016667	60.00	56	0.033333	30.00	48	20.00	104
3-5	0.016667	60.00	56	0.033333	30.00	48	20.00	104
6-9	0.016667	60.00	56	0.033333	30.00	48	20.00	104
10-14	0.016667	60.00	56	0.033333	30.00	48	20.00	104
15-19	0.016667	60.00	56	0.033333	30.00	48	20.00	104
20+	0.035898	27.86	96	0.033333	30.00	48	14.44	144

For temporary associates

Years of Service	Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-20+	0.033333	30.00	48	30.00	48



CONTINUOUS PROTECTED PTO PLAN

Locations in District of Columbia, Montgomery County (MD), New Mexico, New York including New York City & Westchester County (NY), and Washington

For full-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	0.024359	41.05	No max	0.033333	30.00	No max	17.33	No max
2	0.032052	31.20	No max	0.033333	30.00	No max	15.29	No max
3-5	0.051282	19.50	No max	0.033333	30.00	No max	11.82	No max
6-9	0.066667	15.00	No max	0.033333	30.00	No max	10.00	No max
10-14	0.074359	13.45	No max	0.033333	30.00	No max	9.29	No max
15-19	0.093590	10.68	No max	0.033333	30.00	No max	7.88	No max
20+	0.112821	8.86	No max	0.033333	30.00	No max	6.84	No max

For part-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	n/a	n/a	n/a	0.033333	30.00	No max	30.00	No max
2	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
3-5	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
6-9	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
10-14	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
15-19	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
20+	0.035898	27.86	No max	0.033333	30.00	No max	14.44	No max

For temporary associates

Years of Service	Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-20+	0.033333	30.00	No max	30.00	No max



STANDARD PROTECTED PTO PLAN w/KIN CARE

Illinois locations

For full-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	0.024359	41.05	60	0.033333	30.00	60	17.33	120
2	0.032052	31.20	68	0.033333	30.00	68	15.29	136
3-5	0.042308	23.64	88	0.042308	23.64	88	11.82	176
6-9	0.050000	20.00	104	0.050000	20.00	104	10.00	208
10-14	0.053846	18.57	112	0.053846	18.57	112	9.29	224
15-19	0.063462	15.76	132	0.063462	15.76	132	7.88	264
20+	0.073077	13.68	152	0.073077	13.68	152	6.84	304

For part-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	n/a	n/a	n/a	0.033333	30.00	48	30.00	48
2	0.016667	60.00	52	0.033333	30.00	52	20.00	104
3-5	0.016667	60.00	52	0.033333	30.00	52	20.00	104
6-9	0.016667	60.00	52	0.033333	30.00	52	20.00	104
10-14	0.016667	60.00	52	0.033333	30.00	52	20.00	104
15-19	0.016667	60.00	52	0.033333	30.00	52	20.00	104
20+	0.034616	28.89	72	0.034616	28.89	72	14.44	144

For temporary associates

Years of Service	Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-20+	0.033333	30.00	48	30.00	48



STANDARD PROTECTED PTO PLAN w/KIN CARE

Chicago, Illinois

For full-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	0.028571	35.00	60	0.033333	30.00	60	16.15	120
2	0.032052	31.20	68	0.033333	30.00	68	15.29	136
3-5	0.042308	23.64	88	0.042308	23.64	88	11.82	176
6-9	0.050000	20.00	104	0.050000	20.00	104	10.00	208
10-14	0.053846	18.57	112	0.053846	18.57	112	9.29	224
15-19	0.063462	15.76	132	0.063462	15.76	132	7.88	264
20+	0.073077	13.68	152	0.073077	13.68	152	6.84	304

For part-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	0.028571	35.00	40	0.033333	30.00	48	16.15	80
2	0.028571	35.00	52	0.033333	30.00	52	16.15	104
3-5	0.028571	60.00	52	0.033333	30.00	52	16.15	104
6-9	0.028571	60.00	52	0.033333	30.00	52	16.15	104
10-14	0.028571	60.00	52	0.033333	30.00	52	16.15	104
15-19	0.028571	60.00	52	0.033333	30.00	52	16.15	104
20+	0.034616	28.89	72	0.034616	28.89	72	14.44	144

For temporary associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-20+	0.028571	35	40	0.033333	30	40	16.15	40



CONTINUOUS PROTECTED PTO PLAN w/KIN CARE

Locations in California and Nevada

For full-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	0.024359	41.05	No max	0.033333	30.00	No max	17.33	No max
2	0.032052	31.20	No max	0.033333	30.00	No max	15.29	No max
3-5	0.042308	23.64	No max	0.042308	23.64	No max	11.82	No max
6-9	0.050000	20.00	No max	0.050000	20.00	No max	10.00	No max
10-14	0.053846	18.57	No max	0.053846	18.57	No max	9.29	No max
15-19	0.063462	15.76	No max	0.063462	15.76	No max	7.88	No max
20+	0.073077	13.68	No max	0.073077	13.68	No max	6.84	No max

For part-time associates

Years of Service	PTO			Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-1	n/a	n/a	n/a	0.033333	30.00	No max	30.00	No max
2	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
3-5	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
6-9	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
10-14	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
15-19	0.016667	60.00	No max	0.033333	30.00	No max	20.00	No max
20+	0.034616	28.89	No max	0.034616	28.89	No max	14.44	No max

For temporary associates

Years of Service	Protected PTO			Total	
	Rate	Time to earn 1 hour	Max hours/year	Time to earn 1 hour	Max hours/year
0*-20+	0.033333	30.00	No max	30.00	No max

