

Lisa's PTO on February 4, 2018

- Lisa was hired **March 5, 1996** and will be celebrating her **22 year anniversary in 2018**.
- She earned **304 hours** of PTO **between March 5, 2017 and Feb. 3, 2018** to use prior to Feb. 3, 2018.

USED ALL TIME

Lisa **used all 304 PTO hours** she had available prior to Feb. 3, 2018



She has **0 PTO hours to carryover** on Feb. 4, 2018



On Feb. 4, 2018, Lisa will continue to earn **1 PTO hour for every 6.8 service hours*** which she can utilize as she earns it, each pay period

USED SOME TIME

Lisa **used 100 PTO hours** of her 304 hours available prior to Feb. 3, 2018



She has **204 PTO hours remaining** on Feb. 3, 2018, which is the last pay period in the PTO plan year



Lisa will **automatically carry over 80 hours** of PTO on Feb. 4, 2018 **and will continue to earn 1 PTO hour for every 6.8 service hours*** which she can use as she earns it, each pay period



Lisa will have **124 PTO hours** automatically cashed out and she will be paid out in her first paycheck in Feb. 2018



Lisa will receive her current rate of pay of **\$13 per hour** for her 224 PTO hours cashed out



Lisa will receive an **additional \$1,612 in her first paycheck in Feb.** which will be taxed per her chosen W-4 withholding rates, the same as her regular wages

USED PTO FOR HOLIDAYS ONLY

Lisa **used 40 of her 304 PTO hours** available prior to Feb. 3, 2018 to get paid for holidays her facility was closed



She has **304 PTO hours remaining** on Feb. 3, 2018, which is the end of the pay period



Lisa will **automatically carry over 80 hours** of PTO on Feb. 4, 2018 **and will continue to earn 1 PTO hour for every 6.8 service hours*** which she can use as she earns it, each pay period



Lisa will have **184 PTO hours** automatically cashed out and she will be paid out in her first paycheck in Feb. 2018



Lisa will receive her current rate of pay of **\$13 per hour** for her 184 PTO hours cashed out



Lisa will receive an **additional \$2,392 in her first paycheck in Feb.** which will be taxed per her chosen W-4 withholding rates, the same as her regular wages

*Service hours shown are rounded. For detailed amounts, please see the PTO policy document for hourly associates on the **WIRE**.

