

NEW & IMPROVED PTO BENEFITS

EFFECTIVE JANUARY 2019



NEW PTO

EMPLOYEE POSITION (FULL TIME EMPLOYEES)	PTO EARNED EVENLY DURING EACH YEAR OF ACTIVE SERVICE
Behavior Instructor	5 Days (40 hours)
Senior Behavior Instructor	7 Days (56 hours)
Managers	10 Days (80 hours)
Supervisors	15 Days (120 hours)
Directors	Reasonable
Administrative & Departmental Assistant/ Scheduler	5 Days (40 hours)
Specialist/Senior Scheduler	7 Days (56 hours)
Coordinator/Generalist/Recruiter/ Administrative Staff > 3 years of service	10 Days (80 hours)

PREVIOUS PTO

EMPLOYEE POSITION (FULL TIME EMPLOYEES)	PTO EARNED EVENLY DURING EACH YEAR OF ACTIVE SERVICE
Behavior Instructor	3 Days (24 hours)
Senior Behavior Instructor	5 Days (40 hours)
Supervisors & Managers	7 Days (56 hours)
Directors	12 Days (96 hours)
Administrative Staff < 3 yrs of service	3 Days (24 hours)
Administrative Staff > 3 yrs of service	7 Days (56 hours)

You requested more time off in order to better balance the hard work you do for us with your daily life activities. We listened!