

**MID-ATLANTIC
POLICY AND PROCEDURE**

TOPIC	NUMBER	TITLE
Benefits	Section A	Time Off
EFFECTIVE DATE	REVISION DATES	REVIEW DATE
January 1, 2012		
<p>AUTHORIZED _____</p> <p>SIGNATURES : Mark Calabria _____ Samuel Perone, Business Manager</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Louis Moffa _____ Jennifer Niceta, Payroll</p>		

Mid-Atlantic Staffing accrues Paid-Time-Off in two ways:

1) Paid-Time-Off is accrued per hour worked at the rates listed below-

- a. 20 days per year, 0.7692 per hour worked, cap at 80 hours worked per pay
- b. 21 days per year, 0.0807 per hour worked, cap at 80 hours worked per pay
- c. 22 days per year, 0.0846 per hour worked, cap at 80 hours worked per pay
- d. 23 days per year, 0.0884 per hour worked, cap at 80 hours worked per pay
- e. 24 days per year, 0.0922 per hour worked, cap at 80 hours worked per pay
- f. 25 days per year, 0.0915 per hour worked, cap at 80 hours worked per pay
- g. 26 days per year, 0.1000 per hour worked, cap at 80 hours worked per pay

2) Vacation, Sick and Personal hours are accrued per hour worked at the rates listed below-

Vacation

- a. 10 days per year, 0.0384 per hour worked, cap at 80 hours worked per pay
- b. 15 days per year, 0.0576 per hour worked, cap at 80 hours worked per pay 20 days per year, 0.0769 per hour worked, cap at 80 hours worked per pay

Sick

- a. 10 days per year, 0.0384 per hour worked, max amount 260 hours, hired prior to April 1, 2005, the cap is 520 hours.
- b. 12 days per year, 0.0461 per hour worked, max amount 260 hours, hired prior to April 1, 2005, the cap is 520 hours.

Personal

- a. 4 days per year, 0.0153 per hour worked, cap at 80 hours worked per pay

Beginning January 1, 2009, Mid-Atlantic adopted the following policy on vacation, personal, paid-time-off carry-over. Employees may carry-over a maximum of 1 years' vacation, personal, paid-time-off from one payroll year to the next. Payroll years consist of pay period 1 through 26. Employee balances will be adjusted at the end of pay period 26 to reflect the maximum carry-over. Any time accrued over the maximum will be paid out in the successive pay periods.