

Paid Time Off (PTO)



Paid Time Off (PTO) Includes any time taken for vacation, sick time, personal time, etc. In addition GMHEC is closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Day before Thanksgiving
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Winter Break (6 days typically between Christmas and New Year's)

Paid Time Off starts immediately, if scheduled to work at least 25 hours per week, and accrues each pay period. Utilization of time off is encouraged. However, up to 77.5 hours of unused PTO will automatically carry over at the end of the fiscal year.

Completed Full Years of Services	Accrual Factor (Hourly)	Annualized Accrual (Days)
Less than Two Years	0.0885	23
2	0.0923	24
3	0.0962	25
4	0.100	26
5	0.1038	27
6	0.1077	28
7	0.1115	29
8	0.1154	30
9	0.1192	31
10	0.1231	32
11	0.1269	33
12	0.1308	34
13	0.1346	35
14	0.1385	36
15	0.1423	37