

| Years of service | 8 authorized hours per shift | 10 authorized hours per shift | 12 authorized hours per shift |
|------------------|------------------------------|-------------------------------|-------------------------------|
| Less than 1 | 176 hours (22 days) | 182 hours (18.2 days) | 172.8 hours (14.4 days) |
| 1 | 184 hours (23 days) | 190 hours (19 days) | 180 hours (15 days) |
| 2 | 192 hours (24 days) | 198 hours (19.8 days) | 187.2 hours (15.6 days) |
| 3 | 200 hours (25 days) | 206 hours (20.6 days) | 194.4 hours (16.2 days) |
| 4 | 208 hours (26 days) | 214 hours (21.4 days) | 201.6 hours (16.8 days) |
| 5 to 9 | 216 hours (27 days) | 222 hours (22.2 days) | 208.8 hours (17.4 days) |
| 10 to 14 | 232 hours (29 days) | 238 hours (23.8 days) | 223.2 hours (18.6 days) |
| 15 or more | 272 hours (34 days) | 278 hours (27.8 days) | 259.2 hours (21.6 days) |

Two-day-alternative employees earn PTO at different rates. All employees at the director level and above participate in the senior management time-off (SMTO) program. To view the PTO and SMTO policies, visit the **Policies and Procedures Library** in **BSWconnect**.