

CODE: ALL
REPORT DATE:
TOTALS PRINTED : CURRENT TOTALS ONLY

EMP #	EMPLOYEE NAME	ANV-DT/	LEAVE TYPE	CARRY	EARNED	TAKEN	ADJUSTED	MAX ALLOW ACCRUAL	*CURRENT BALANCES*	
		LVE-DT							BALANCE	TOT DAYS
99-3		6/04/00	S-SICK LEA	423.50	40.00	3.75-	0.00	720.00	459.75	57.46
		6/04/00	V-VACATION	38.76	96.00	0.00	0.00	264.00	134.76	16.84
			T-COMP TIM	0.00	513.51	459.76-	9.00-	0.00	44.75	5.59

A) CURRENT BALANCE VACATION 134.76

B) VACATION ACCRUAL OWED TO EMPLOYEE
13 DAYS X 8 = 104 HRS X ANNIVERSARY MONTH % = 60 VAC

A 134.76 + B 60 = TOTAL 194.76 VAC HRS CONVERTED TO PTO

C) CURRENT BALANCE OF SICK 459.75 PLUS 16 HRS SICK TIME
FOR NOVEMBER & DECEMBER 2007 = 475.75 TOTAL.

D) 320 MAX. HRS (320 hrs or 400 hrs w/ 20 Yrs plus)

MH - 194.76 VAC HRS = 125.24 HR CONVERTED FROM SICK TO PTO

SICK BALANCE 475.75 - SICK HRS CONVERTED TO PTO = 350.51 SST
HOURS

TOTAL PTO 320

TOTAL SST 351

* BASED ON HOURS AT END OF PAY PERIOD 11/15/2007.

PTO FACT SHEET

- A. All current vacation time will be converted to PTO
- B. All sick time converted to PTO up to the maximum of 320 hour. (400 hours w/20 years plus) any remaining sick time will become Special sick time.
- C. PTO is accrued by the following formula.

20 days = 160 hrs ÷ 26 pay rolls = 6.15 Hours.

Each additional year 8 hours ÷ 26 pay rolls = .308 hrs.

- D. Current year vacation hours will be converted as of January 1 2008 on a Prorated formula. Put in PTO days X 8 X % by annver. month.

1st thru 15th = that Month

15th thru 31st = next Month

January	100%	July	50%
February	91%	August	14.6%
March	83%	September	33.3%
April	75%	October	25%
May	66.6%	November	16%
June	58%	December	8%