

PAID TIME OFF (PTO) WORKSHEET FOR (name): _____

	Balance*		Used		Accrued		
	as of 1st of month		during month		at end of month		
	after Introductory Period						
Jul/		-		+		=	
Aug/		-		+		=	
Sep/		-		+		=	
Oct/		-		+		=	
Nov/		-		+		=	
Dec/		-		+		=	
Jan/		-		+		=	
Feb/		-		+		=	
Mar/		-		+		=	
Apr/		-		+		=	
May/		-		+		=	
Jun/		-		+		=	
Jul/		-		+		=	
Aug/		-		+		=	
Sep/		-		+		=	
Oct/		-		+		=	
Nov/		-		+		=	
Dec/		-		+		=	
Jan/		-		+		=	
Feb/		-		+		=	
Mar/		-		+		=	
Apr/		-		+		=	
May/		-		+		=	
Jun/		-		+		=	
Jul/		-		+		=	
Aug/		-		+		=	
Sep/		-		+		=	
Oct/		-		+		=	
Nov/		-		+		=	
Dec/		-		+		=	

*Check with supervisor to find out PTO balance as of end of Introductory Period

Accrual Schedule:

Up to 2 yrs	1.250	days/month
2 to 3 yrs	1.417	days/month
3 years	1.583	days/month
4 years	1.750	days/month
5 years	2.000	days/month

Note: As of 7/1/98
 PTO balance may not exceed 24 days
 -this may not affect you for several more months