

FINLANDIA

UNIVERSITY

Paid Time Off (PTO)

At Finlandia University colleagues are encouraged to take time away from work in an effort to have a healthy work life balance.

To support that expectation, all regular status colleagues budgeted to work at least 32 hours per pay period are eligible for Paid Time Off (PTO) benefits. Paid Time Off combines vacation, individual sick days and personal days into one account. The purpose of PTO is to give you maximum flexibility in scheduling time away from work.

Accrual of PTO is based upon length of continuous service and actual hours paid, up to 2080 hours per payroll calendar year. Benefits Eligible hourly colleagues accrue PTO on a pro-rated basis, based on hours paid per year. PTO is accrued on: straight time, overtime, premium pay, on call time worked, bereavement and Jury Duty. Upon reaching a PTO balance equal to the annual accrual rate, the colleague stops accumulating PTO hours until some PTO is used. Salaried and hourly colleagues have the option of taking PTO in increments of one/half of an hour.

PTO accrual for Finlandia University Employees (Non-Union)

Years of Service	Maximum Annual Accrual*	PTO Accrued per Hour	Maximum Allowed Balance
0 - 4 Years	200 hours / 25 days	.09615	200 hours
5 – 9 Years	240 hours / 30 days	.11538	240 hours
10 – 14 Years	280 hours / 35 days	.13461	280 hours
15+ Years	320 hours / 40 days Free Lunch	.15384	320 hours

****based on first 2080 hours paid***