

**WNE Paid Time Off (PTO) Accrual Chart
(effective 1/1/26)**

EMPLOYEE TYPE	SICK TIME		VACATION			PERSONAL PAID TIME (PTO)		
	Total (Front Loaded)	Carry Over	Total	Accrual	Carry Over	Total	Accrual	Carry Over
Non-exempt (1-5 years)								
40 hrs per week	40 hrs	0	120 hrs	4.615 hrs/ppp	80 hrs	32 hrs	Prorated to hire date	0
36.25 hrs per week	40 hrs	0	108.75 hrs	4.182 hrs/ppp	72.5 hrs	29 hrs	Prorated to hire date	0
Part-time (<36.25 hrs)	40 hrs	0	60 hrs	2.307 hrs/ppp	30 hrs	16 hrs	Prorated to hire date	0
Non-exempt (5 or more years)								
40 hrs per week	40 hrs	0	160 hrs	6.153 hrs/ppp	80 hrs	32 hrs	Prorated to hire date	0
36.25 hrs per week	40 hrs	0	145 hrs	5.576 hrs/ppp	72.5 hrs	29 hrs	Prorated to hire date	0
Part-time (<36.25 hrs)	40 hrs	0	80 hrs	3.076 hrs/ppp	40 hrs	16 hrs	Prorated to hire date	0
Exempt								
40 hrs per week	40 hrs	0	4 weeks (160 hrs)	6.153 hrs/ppp	2 weeks (80 hrs)	4 days	Prorated to hire date	0
30 hrs per week	40 hrs	0	4 weeks (120 hrs)	4.615 hrs/ppp	2 weeks (60 hrs)	4 days	Prorated to hire date	0
12 Month Faculty	40 hrs	0	4 weeks (160 hrs)	6.153hrs/ppp	2 weeks (80 hrs)	4 days	Prorated to hire date	0
Part time	40 hrs	0	N/A	N/A	N/A	16 hrs	Prorated to hire date	0

***ppp = Per Pay Period**