

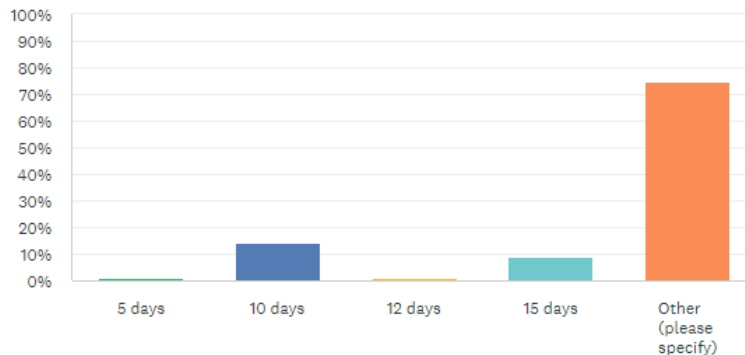


## Paid Time Off/Vacation

June 12<sup>th</sup>, 2023

**Total Participants:** 120 participants in Missouri, Illinois, and Indiana Areas

### 1. How many PTO/vacation days do your employees receive a year?



Answer Choices	Responses	Count
5 days	0.83%	1
10 days	14.17%	17
12 days	0.83%	1
15 days	9.17%	11
Other (listed below)	75.00%	90
<b>Answered</b>		<b>120</b>
<b>Skipped</b>		<b>0</b>

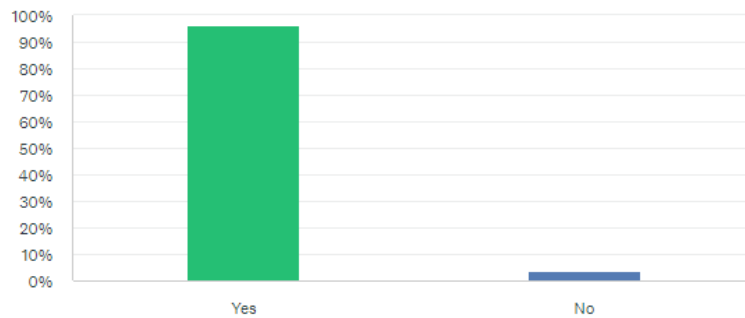
- depends on length of employment
- First 5 years 10 days, Next 15 years 15 days, After 20 years 20 days
- Accrue days and vacation days are based on tenure
- less than a year is 10 days, 1 year is 12 days, 2-4 years is 15 days, 5-9 years is 20 days and 10 years plus is 25 dAYS0
- 23

- Depends on years of service
- 20 days
- Depends on length of service
- Depends on tenure tiers. All employees start with 10 days in their 1st year.
- Depends on years of service
- VACATION: On an accrual basis (broken down per pay period) full time employees 0-2 years receive 15 days per year, 3-5 years receive 20 days per year, 6-8 years receive 25 days per year, and 9+ years receive 30 days per year. Part time employees receive 2.31 hours of vacation per pay period. SICK: All full-time receive 15 days per year on an accrual basis, Part time employees receive 1.54 hours per pay period. OTHER: We also provide comp personal time for exempt employees if they work more than 40 hours per week (can accrue up to 40 hours at a time).
- based on length of service
- we accrue time based on longevity so it's different based upon how long you've been here. 1-4 years 2 weeks; 5-9 years 3 weeks; 10+ 4 weeks
- Varies based on years of service
- 3
- Depends based on years of service
- 5-20 depending on tenure
- based on service years
- Varies based on length of service
- Depends on their years of service
- Varies on years of service.
- It depends on the years of service.
- Depends on their years of service. New hires get 10 days.
- Schedule depends on experience
- 20
- Earned based on hours worked
- 14 days
- 1-5 years service 2 weeks, 6-15 years service 3 weeks, 15+ is 4 weeks.
- 13
- 15 - 25
- depends on length of time with organization; starts at 16 days
- It varies on years of service
- Varies on tenure
- Depends on years of service; 5-20
- 13
- 18 or more, depending on years of service
- Begins with 10 at hire but can grow to 20 based on years with organization
- Depends on tenure. Ranges from 15-20 days

- Vacation is 10-15-20, depending on years of service. We also have paid Personal, Sick, Holidays, etc.
- 20
- Depends on years of service. Anniversary 1-4 - 120 hours; Anniversary 5-9 - 160 hours; Anniversary 10-19 - 200 hours; Anniversary 20+ - 240 hours
- 15 days as a new hire, with a progressive scale up to 36 days depending on length of service
- Varies with time served
- based on years of service
- 15 days years 0-5, 20 days years 6-10, 22 days years 11-20, 25 days 21+ years
- Vacation depends on length of service and/or vacation offered at start. Nine paid holidays/year.
- Year 1 after first 90-days of employment Prorated 3.125 hours twice per month  
Years 2 thru 3 of service 10 business days 3.125 hours twice per month  
Years 4 thru 7 of service 15 business days 4.8675 hours twice per month  
Years 8 thru 11 of service 20 business days 6.25 hours twice per month  
Years 12 thru 15 of service 25 business days 7.8125 hours twice per month  
Years 16 + of service 30 business days 9.375 hours twice per month. Plus 2 days of PTO given a year.
- Accrue time
- New employees start at 13 days, increased to 18 days after 5 years, and 23 days after 10 years
- It depends upon their years of service.
- 2 not included as vacation days
- 13 during first five years, 18 during the sixth and each year after
- Depends on seniority - 10 @ 1 year, 15 @ 5 years, 20 @ 12 years
- Depends on years of service
- Accrued 2 weeks 1st year of service. 88 hours up to 3 years svc. 120 hours 3-10 year svc. 168 hours AFTER 10 years svc.
- based on years of service
- 14
- 10 days 1st year of employment at pro rated amount, 10 days after 1 year, 15 after 3 years, 20 days after 5 years
- varies on tenure. Base is 24 per year
- Depends on years of experience
- 5 PTO plus 10 days vacation to start, up to 25 days vacation with tenure
- 13
- 23.4 days
- Based on service years
- 20
- The HAMC provides paid vacation for regular full-time and part-time employees accrued on years of service up to a max at 15 years of 9.23 hours per pay period.

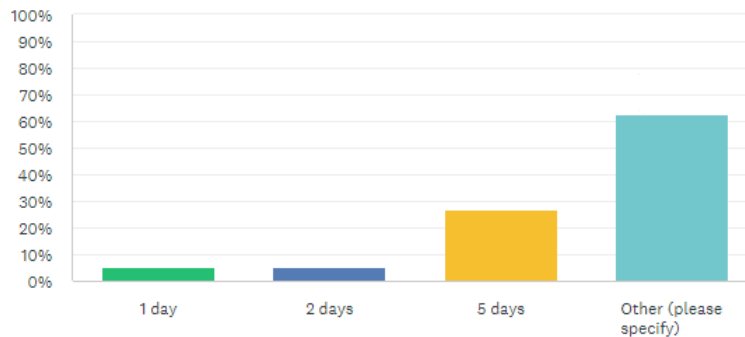
- based on how many years they have been employed
- Less than 5 years of employment = 80 hours 5 to 15 years = 120 hours and 15 plus year = 160 hours
- first 2 years earn as you go Vacation, PTO 4 per year 1 per quarter
- between 2 - 5 weeks
- Varies based on years of service
- varies with seniority (10 min to 25 max)
- depends on years of service
- Depends on years of service - it starts at 10 days per year
- Based on tenure w/ company
- Based on seniority; starting at 2 weeks vacation plus accrued PTO at 80 hours/year.
- 1 Year = 10 days, 2 - 14 Years = 15 days, 15+ Years = 20 vacation days + 5 sick days & 9 holidays for all
- We have 2 levels of starting PTO time: Directors receive 4 weeks, all others receive 2 or 3 weeks depending on their role.
- New hires accrue up to 15, 15 days up to 10 yrs unless you have officer status you get 20 to 25
- It depends on position and years of service
- Depends on years of service
- Based on how long with the company and a percentage formula for each year.
- Starting out, it is 10 hours per month until Jan, then you get 15 days, and it increases by at least 1 day per year you are here until year 9
- 15 days the first year, 18 days the second year, 21 days the third year and 25 days the fourth year, which is capped out.
- 15 days if they are employed on the first day of the year. If they are hired throughout the year, it is prorated based on their DOH.
- responsible PTO -- expect 4 weeks average
- between 10-25, depending on years of service
- Nonexempt receive 15 days, exempt receive 20 days.
- 10-20 depending on years employed with us
- 0-4 years- 15 days, 5-9 years 20 days and 10+ 25 days

## 2. Do the amount of day increase based on years of service?



Answer Choices	Responses	
Yes	96.55%	112
No	3.45%	4
<b>Answered</b>		<b>116</b>
<b>Skipped</b>		<b>4</b>

## 3. If so, how many days does it increase by per year of service?



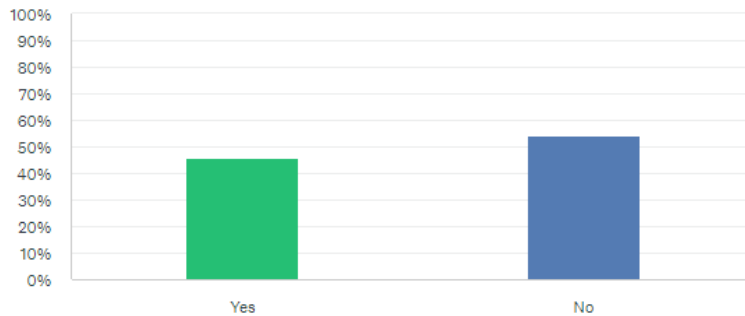
Answer Choices	Responses	
1 day	5.36%	6
2 days	5.36%	6
5 days	26.79%	30
Other (listed below)	62.50%	70
<b>Answered</b>		<b>112</b>
<b>Skipped</b>		<b>8</b>

- first year prorated, years 2-5 and years 6+
- 1 Year = 80 hours; 5 Years = 120 hours; 15 Years = 160 hours; 25 Years = 200 hours
- 2, 3, 5, 5
- 5 day increase at years 5 and 10

- 0-4 years 120 hours, 5-19 years 160 hours, 20+ years 200 hours of PTO
- Increases by 5 days every 5 years
- 5 days @ YOS, 3 days @ 6 and 9 YOS, 2 days @ 12 YOS
- Addition to hours of vacation time vary depending on the year.
- increases at year 6 and year 11
- 1-4: 14 days/ 5-9: 21 days; 10+ 16 days
- varies
- It depends
- There are year intervals, each interval increases by a week
- one week after one year, two weeks after two years, 3 weeks after 5 years
- Varies based on years of service
- Years of service are grouped 1-3 yrs = 10 days, 4-6 yrs = 11 days, 7-9 = 12 days, 10-12 yrs = 16 days, 13-14 yrs = 17 days, 15+= 20 yrs
- 3 months to 3 years receive 10 personal days. 3 years to 10 years will receive 14 days and 10 plus years will receive 16 days for personal days. For vacation: 80 hours of vacation for 1 to 4 years, 120 hours of vacation for 5 to 14 years and 160 hours of vacation for 15 plus years.
- Schedule varies, sometimes 2, sometimes 5.
- increases 5 days at 5 yr anniversary, another 5 days at 10 yr anniversary
- earned based on hours worked
- 5 days after 3 years.
- 1-5 years service 2 weeks, 6-15 years service 3 weeks, 15+ is 4 weeks.
- Graduated scale from 3 yrs, 5yrs, 10 yrs, 15hrs, 20 yrs
- at 3 years goes to 18 days. At 5 years goest to 23 days. At 10 years goes to 28 days. At 15 years, goes to 33 days.
- Every 5 year increase
- First year = 5 days; Second & third years = 10 days; Fourth & fifth years = 15 days; Sixth years + = 20 days
- 5 days after 7 years; 5 more days after 15 years
- At 5 years of service it increases to 20 days
- 5 days after 5 years, 10 days after 10 years, 20 days max
- Increased number of PTO days occur on the 5th, 10th and 20 years of service. Anniversary 1-4 - 15 days (120 hours); Anniversary 5-9 - 20 days (160 hours); 10-19 - 25 days (200 hours); 20+ - 30 days (240 hours)
- 5 more days after reaching 6 years of employment
- Varies; 2 weeks the first year; additional week year 5; additional week year 20
- one week per five years
- 26 days after 2 years, 30 days after 5 years, 36 days after 10 years
- varies as it increases
- depends on years of service
- Depends on negotiated amount at hire.

- Years 2 thru 3 of service 10 business days 3.125 hours twice per month Years 4 thru 7 of service 15 business days 4.8675 hours twice per month Years 8 thru 11 of service 20 business days 6.25 hours twice per month Years 12 thru 15 of service 25 business days 7.8125 hours twice per month Years 16 + of service 30 business days 9.375 hours twice per month
- Increases by 5 days after 5 years and 10 days after 10 years
- 5 days after 6 years of service
- 1-4 years = 15 days, 5-9 years = 17 days, 10+ years = 20 days
- Depends on seniority - 10 @ 1 year, 15 @ 5 years, 20 @ 12 years
- 3 weeks at 10 years of service and 4 weeks at 20 years
- increases after 5 years
- 5 day increase yr 5, another 5 day increase yr 10
- 8 hrs for 3-10 years. 40 hrs after 10 years.
- varies
- 3 Days after 3 years and continues that addition to year 15
- 2 weeks to start, 3 after 7, 4 weeks at 15 yes
- add a week based on YOS
- 5 days after 7 years of employment - all receive 3 personal days per year
- 5 additional days after 7 years service; 5 more days after 16 years service
- 1 week every 5 years
- See response on question #1
- 5 days more at 5 year and then again at 10 years
- 5 days every 10 years
- 3-7 years 15 days, 8-14 years 20 days, 15 + years 25 days
- Years 1-2 = 10 vacation days, Year 3 = 15 vacation days, Year 6 = 20 vacation days, Year 9 = 25 vacation days
- After one year, increases by 3 days. At 5, 10, 15, and 20 years, PTO increases by 5 days at each of those milestones.
- 2 or 3 days every 5 years
- jumps a week (5 days) at 8 years and 20 years
- Increase 4 days at 2 years, Additional 3 days at 5 years, etc.
- 6 years/11 years/26 years an additional 5 days is granted. Max is 5 weeks per year.
- After 5 years of service you would get an additional week and after 10 years of service you would earn an additional week.
- \*
- It is different for front line staff or directors, VP's, etc
- Formula driven
- it varies
- 1-3 days per year until year 9 or 10 (usually just by 1 day)
- By 5 days every 5 years to a maximum of 30 days.

#### 4. Does your company adjust PTO/vacation for years of experience when making an offer?



Answer Choices		Responses	
Yes		45.61%	52
No		54.39%	62
		<b>Answered</b>	<b>114</b>
		<b>Skipped</b>	<b>6</b>

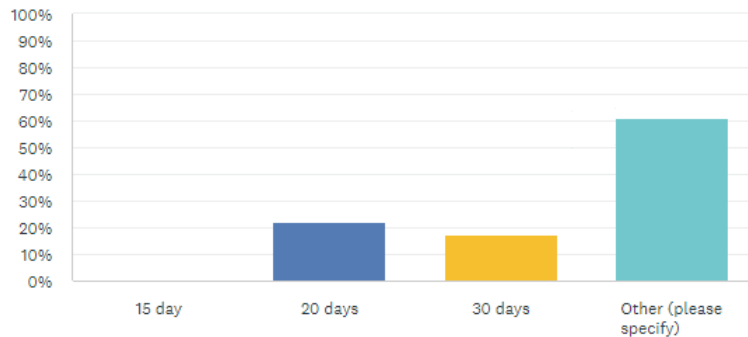
#### 5. If so, how is that determined? (Ex. through negotiation, determining years of experience and automatically awarding according to certain levels, etc.)

- If the company offers initially, we base it on the candidate's years of experience and what they currently receive --- Sometimes we will negotiate with the candidate.
- negotiation
- For exempt positions only during negotiations and their years of service.
- n/a
- negotiation
- Negotiation
- Years of experience.
- through negotiation
- Marketing analysis of competitive offering in the job market as well as other positions with similar experience being used as a reference point.
- negotiation & years of experience
- Not applicable.
- N?A
- Negotiations - usually based on length of service to previous company
- Negotiations
- Negotiation

- All salaried employees come in with two weeks of vacation that can be used 60 days after the start of employment.
- Only for exempt employees will vacation be negotiable.
- Only senior management positions are able to negotiate vacation amounts. Typically based on years of experience.
- Negotiation only
- Negotiations
- negotiation
- Work very hard not to make exceptions
- Through negotiation.
- Negotiation
- Case by case basis
- N/A
- negotiation
- Negotiated, if requested by the candidate. We basically will provide them with additional PTO time before the anniversary date of when it would increase. Once the new hire reaches the year for which the additional PTO week would be earned, it is no longer an additional negotiated week, but earned per the policy. i.e. New hire negotiated 4 weeks of PTO at the start of employment. Per the policy, 4 weeks of PTO are provided on January 1st of the year for which they have their 5th anniversary. At that time, the policy as written will be applicable and the negotiated week goes away.
- negotiation, years of exp in industry, typically at Sr Engineer or Leadership level
- Negotiation and years of experience is taken into consideration
- Negotiation
- Through negotiation
- Negotiation, years of experience, and previous PTO history
- Negotiation
- Can depend on type of role we are hiring
- through negotiation
- For most, they will receive standard PTO schedule but additional PTO days may be negotiated
- Negotiation.
- Negotiation
- through negotiation
- by policy
- through negotiation
- negotiation to obtain good employees
- Through negotiation
- negotiation and sometimes automatically awarding based on certain levels such as director or vp.

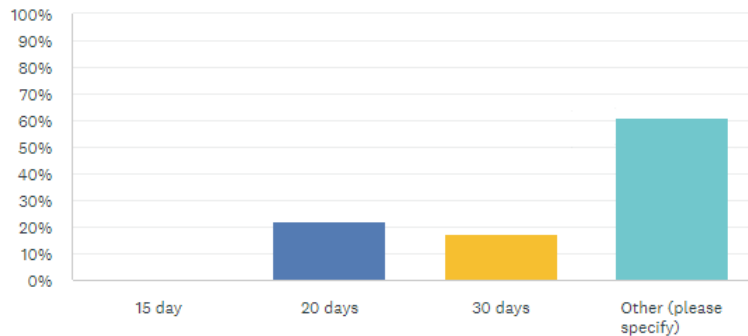
- Negotiation
- negotiation and where candidate is in career
- Through negotiation, normally give up to 5 PTO days to start that can be used in first 90-days and beyond.
- Negotiations, primarily with salaried experienced hires. Hourly employees follow the standard progression
- negotiation
- subjective with senior management input
- Only for non union employees - union is set at 40 hours vacation and 3 personal days after 90 days of employment. Non union employees can negotiate, usually 120 hours vacation and 24 hours personal during first year.
- It is negotiable
- through negotiation
- Negotiation
- Vice President/President make the decision
- negotiation
- Negotiations.
- Negotiation; experience;
- Role and experience
- We award time off based on position. We have 4 levels of PTO for front line staff, supervisors, managers or Directors+
- Negotiation
- Years of experience in same industry
- We have another system before 2016, in which employees receive 32 days a year. We do use this system if needed to recruit or retain employees.
- N/A

## 6. Do you have a PTO/vacation cap or maximum for your employees?



Answer Choices	Responses	Count
Yes	91.96%	103
No	8.04%	9
<b>Answered</b>		<b>112</b>
<b>Skipped</b>		<b>8</b>

## 7. If so, what is the cap or maximum?



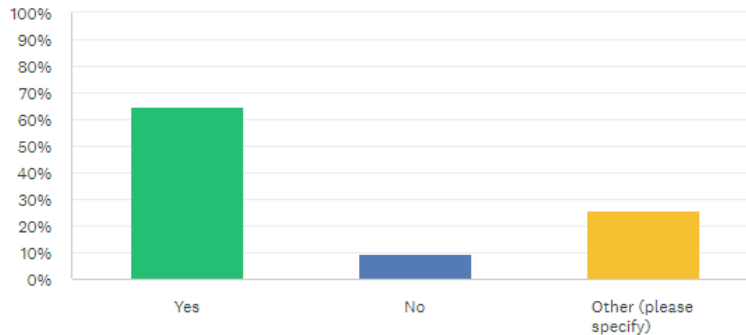
Answer Choices	Responses	Count
15 days	0.00%	0
20 days	21.90%	23
30 days	17.14%	18
Other (listed below)	60.95%	64
<b>Answered</b>		<b>105</b>
<b>Skipped</b>		<b>15</b>

- 18
- 25
- 25 DAYS
- May carry over 120 hours from one year to next
- 25 days

- 25 days
- 25 days
- 25 days
- Depends on years of service
- Up to one-half of the annual PTO accrual can be carried forward to the next year. PTO in excess of the one-half of the annual accrual will automatically be placed in the employee's Extended Illness Bank (EIB). If the EIB is at the maximum allowable, any remaining PTO hours will be forfeited.
- 208 hours
- 25
- can only rollover 160 hours into the next year
- 25 days
- 21 days
- 25
- 5 weeks
- 160 hours up to 10 years; 240 hours after 10 years
- 200 hours
- Varies for years of service and different for VAC and PTO.
- capped at 240 hrs or no more than 2 years worth of accruals...whichever is less.
- Just the maximum based on their years of service.
- 25
- 152 hours
- Can only have 2 times what is earned in a year.
- twice the annual accrual
- Varies on Tenure
- 26
- 80 hours maximum carryover to next year
- 23
- NA
- 25 days (plus up to 5 rollover days)
- 40 days
- 360 hours or 45 days
- 4 weeks of vacation but we also have sick time
- 33 days per year.
- 21 days
- 25 days
- 25 days
- 25
- 25
- 30 days (5 PTO plus 25 vacation)
- 200 hours

- 1.5 times their annual accrual
- per level not over the max, must take or it is lost
- 25 days
- 25
- 27
- 25 days
- No rollover of vacation time starting in 2023
- 33 days
- 25 days
- 25 days
- can only carry over 7 days into the next employment year
- 26 days
- 25 days of vacation and 160 hours of accrued personal time
- 36
- Carry over 40 days
- 25
- 25
- 32 days
- 25 days on the new system and 32 days on the old system
- 2 weeks at a time; expect no more than 4 weeks total but circumstances may call for more
- 25 days

## 8. Does your company pay out unused PTO/vacation balances upon employment termination?



Answer Choices	Responses	Count
Yes	63.72%	72
No	9.73%	11
Other (listed below)	26.55%	30
<b>Answered</b>		<b>113</b>
<b>Skipped</b>		<b>7</b>

- Vacation Only
- Have to in Illinois
- Where state laws require
- Yes, as long as a two week notice is given
- if they have been employed over 1 year and give 2 weeks notice
- as long as two weeks' notice is fulfilled and not violation of company policy
- if a 2 week resignation was given
- Vacation yes, PTO no
- Vacation only.
- Yes with a 2 week notice
- If the employee leaves in good standing. And we cap the payout to 240 hours.
- 50% if not term for cause/Gives notice
- Vacation only, not sick
- they reserve the right to pay it out, but they are not locked into paying it out
- yes, if voluntary resignation with minimum 2 week notice provided
- Yes if providing sufficient notice and employed at least 1 year
- vacation time only, not sick
- IL - yes, MO - no
- with notice, yes
- Yes for Hourly, with limits. No for Salaried
- Paid out at 50% of remaining unused balance

- Yes, but only for PTO hours accrued but not taken, as hours are accrued and pro-rated for each completed month of service.
- We also have 3 Personal days per year that terminate at the end of the year, those do not get paid out.
- Yes, if proper notice is given.
- up to have of the accrued time anniversary, annual pto pay out of unused
- Yes for Union, No for others
- Directors+ does not pay out but all other levels do pay out
- Upon resignation with appropriate notice given. Termination of employment, no payment is given.
- per law
- We actually pay employees their unused PTO balance less 40 hours upon termination. For example, if an employee has 60 hours of unused PTO at date of termination, they will be paid for 20 hours of PTO (60 unused hours – 40 = 20).

***Let us know the HR questions you would like surveyed by emailing your question to solutions.team@aaimea.org. It is a great way to benchmark your company with other area companies!***