

ACR Homes PTO Accrual Info Effective January 1, 2021

Full-Time Direct Care Employees		
Includes DCP/DCA, RC, RSA, Shift Supvrs, Hourly LPN/RN, E-Floats, Floats		
Length of Full-Time Employment	Hours of PTO/pay period	Annual Days of PTO
0-2 months	0	0
3 months to 1 year	5.4545 hours	15 days
During 2 nd year	5.5385 hours	18 days
During 3 rd year	5.8462 hours	19 days
During 4 th year	6.1538 hours	20 days
During 5 th year	6.4615 hours	21 days
During 6 th year	6.7692 hours	22 days
During 7 th -9 th years	7.0769 hours	23 days
During 10 th and subsequent years	7.6923 hours	25 days

All Other Full-Time Employees		
Includes senior management, PD, CMRN, RS, recruiters, office admin, maintenance		
Length of Employment from Date of Hire	Hours of PTO/pay period	Annual Days of PTO
0-2 months	0	0
3 months to 1 year	8.3636 hours	23 days
During 2 nd year	7.0769 hours	23 days
During 3 rd year	7.3846 hours	24 days
During 4 th year	7.6923 hours	25 days
During 5 th year	8.0000 hours	26 days
During 6 th year	8.3077 hours	27 days
During 7 th -14 th years	8.6154 hours	28 days
During 15 th -19 th years	10.1538 hours	33 days
During 20 th and subsequent years	11.6923 hours	38 days