

Colorado Lighting

Paid Time Off (PTO)

Full-time employees are eligible for paid time off (PTO).

PTO is calculated according to your anniversary date as follows:

Non-exempt Employees

After the completion of your introductory period, you will begin to earn .0256 hours of PTO per hours worked to a maximum of 40 hours of PTO annually. Although you will not be banking PTO during your 90 day introductory period, it will pro rate and you will be eligible for one week of PTO in your first year.

After 1 full anniversary year, you will begin to earn .0230 hours of PTO per hours worked to a maximum of 48 hours of PTO annually.

After 2 full anniversary years, you will begin to earn .0269 hours of PTO per hours worked to a maximum of 56 hours of PTO annually.

After 3 full anniversary years, you will begin to earn .0307 hours of PTO per hours worked to a maximum of 64 hours of PTO annually.

After 4 full anniversary years, you will begin to earn .0346 hours of PTO per hours worked to a maximum of 72 hours of PTO annually.

After 5 full anniversary years, you will begin to earn .0384 hours of PTO per hours worked to a maximum of 80 hours of PTO annually.

1560 hrs

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~~Exempt Employees~~

After 10 full anniversary years, you will begin to earn .0480 hours of PTO per hours worked to a maximum of 100 hours of PTO annually.

After 20 full anniversary years, you will begin to earn .0576 hours of PTO per hours worked to a maximum of 120 hours of PTO annually.

After the completion of your introductory period, you will begin to earn 2.105 hours of PTO each pay period to a maximum of 40 hours of PTO annually. Although you will not be banking PTO during your 90 day introductory period, it will pro rate and you will be eligible for one week of PTO in your first year.

After 1 full anniversary year, you will begin to earn 1.846 hours of PTO each pay period to a maximum of 48 hours of PTO annually.

After 2 full anniversary years, you will begin to earn 2.153 hours of PTO each pay period to a maximum of 56 hours of PTO annually.

After 3 full anniversary years, you will begin to earn 2.461 hours of PTO each pay period to a maximum of 64 hours of PTO annually.

After 4 full anniversary years, you will begin to earn 2.769 hours of PTO each pay period to a maximum of 72 hours of PTO annually.

After 5 full anniversary years, you will begin to earn 3.076 hours of PTO each pay period to a maximum of 80 hours of PTO annually.

After 10 full anniversary years, you will begin to earn 3,846 hours of PTO each pay period to a maximum of 100 hours of PTO annually.

After 20 full anniversary years, you will begin to earn 4,615 hours of PTO each pay period to a maximum of 120 hours of PTO annually.

Submit PTO requests in writing at least two weeks in advance to the office manager. When possible, PTO requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling PTO.

PTO can be used as vacation time, sick time or to take care of personal matters.

You may use accrued PTO to care for a child who is sick.

Pay is not granted in lieu of taking the actual time off. However, PTO time can be carried over to the following year, up to a maximum of 100% of your annual allotment with special management approval.

PTO should be taken in blocks of four or eight hours at a time.

Upon termination, eligible employees will be paid for accrued but unused PTO. PTO will not accrue during an employee's final pay period.