

See [Health](#) for It's Your Choice open enrollment: September 28-October 23
See [ETF Response to COVID-19](#) for updates on services

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Paid Time Off (PTO)

Vacation

Vacation is earned from the first day of employment, but cannot be used until the employee has worked for six months. Vacation is earned by full-time employees at the following rate (part-time employees would be pro-rated):

Years of Service	Annual Vacation Hours Non-Exempt	Annual Vacation Hours Exempt
0 - 5	104	120
5+ to 10	144	160
10+ to 15	160	176
15+ to 20	184	200
20+ to 25	200	216
25 and Over	216	216

Legal Holidays

The state provides 9 legal holidays with pay:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Legal holidays are pro-rated for part-time employees.

Personal Holidays

Full-time employees receive 4.5 days of personal holiday time each calendar year. Personal holidays are pro-rated for part-time employees.

Sick Leave

Sick leave is earned at the rate of **5 hours per bi-weekly pay period** for full-time employees; accrual is pro-rated for part-time employees.



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