

Paid Time Off Benefit Calendar

Week	From	To
1	December 26	January 01
2	January 02	January 08
3	January 09	January 15
4	January 16	January 22
5	January 23	January 29
6	January 30	February 05
7	February 06	February 12
8	February 13	February 19
9	February 20	February 26
10	February 27	March 05
11	March 06	March 12
12	March 13	March 19
13	March 20	March 26
14	March 27	April 02
15	April 03	April 09
16	April 10	April 16
17	April 17	April 23
18	April 24	April 30
19	May 01	May 07
20	May 08	May 14
21	May 15	May 21
22	May 22	May 28
23	May 29	June 04
24	June 05	June 11
25	June 12	June 18
26	June 19	June 25
27	June 26	July 02
28	July 03	July 09
29	July 10	July 16
30	July 17	July 23
31	July 24	July 30
32	July 31	August 06
33	August 07	August 13
34	August 14	August 20
35	August 21	August 27
36	August 28	September 03
37	September 04	September 10
38	September 11	September 17
39	September 18	September 24
40	September 25	October 01
41	October 02	October 08
42	October 09	October 15
43	October 16	October 22
44	October 23	October 29
45	October 30	November 05
46	November 06	November 12
47	November 13	November 19
48	November 20	November 26
49	November 27	December 03
50	December 04	December 10
51	December 11	December 17
52	December 18	December 24

Other information regarding 2022

Time off benefit year: December 26, 2021 through December 24, 2022 (inclusive)

* Unused vacation time will be paid out on December 30, 2022.

Unused sick time carries forward. Cap on total hours accumulated.

The are 3 discretionary holidays in 2022; therefore, there are ZERO personal hours.

Benefit hours are prorated based on weeks worked in PTO benefit year.