

Paid Time Off Benefit Calendar

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

Other information regarding 2023

Time off benefit year: December 25, 2022 through December 23, 2023 (inclusive)

* Unused vacation time will be paid out on December 29, 2023.

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

The are 3 discretionary holidays is 2023; therefore, there are ZERO personal hours.

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