

**ALLEGHENY COLLEGE**  
**2019–2020 Paid Time Off Updates**

<b>Non-Exempt Employees</b>			
<b>Vacation</b>	<b>Completed Years of Service</b>	<b>Accrual</b>	<b>Maximum Bank</b>
	3 years or less	10 days	15 days
	4 - 5 years	15 days	22.5 days
	6 years or more	20 days	30 days
<b>Sick</b>	<b>Date of Hire</b>	<b>Updates</b>	
	6/30/19 or earlier	No change	
	7/1/19 or later	Maximum bank of 240 hours	
	All	Use for employee, spouse/partner, dependent children at home, parents and grandparents of employee and spouse/partner	

<b>Exempt Employees</b>				
<b>Vacation</b>	<b>Date of Hire</b>	<b>Maximum Bank</b>		
	All	30 days		
<b>Sick</b>	<b>Date of Hire</b>	<b>Updates</b>		
	6/30/19 or earlier	Grant initial sick bank based on date of hire	<i>Completed Years of Service</i>	<i>Initial Bank</i>
			1 year or less	80 hours
			2 years	160 hours
		3 years or more	240 hours	
	7/1/19 or later	Maximum bank of 240 hours		
	All	Use for employee, spouse/partner, dependent children at home, parents and grandparents of employee and spouse/partner		