

PTO/ LEAVE TYPE	Distribution of PTO/Leave		
Vacation Full-time (roll over a maximum of 5 days/37.50 hrs.)	Length of service	Vacation Distribution: January 1 and July 1	
	0–less than 6 years	7.5 days/56.25 hours	
	6 years	8.0 days/60.0 hours	
	7 years	8.5 days/63.75 hours	
	8 years	9.0 days/ 67.5 hours	
	9 years	9.5 days/71.25 hours	
	10 years or more	10.0 days/75 hours	
Vacation Part-time	Part-time employees who work at least 20 hours per week on a consistent basis are eligible for prorated paid vacation, depending on the number of hours worked per week. For example, an employee who works 25 hours per week is eligible for the percentage of what a full-time employee is entitled to (112.5 hours x 25/37.5 = 75 hours) per year.		
Sick (rollover up to 675 hours/90 days) Excess of 675 move to sick bank for retirement service credit	Status	Annual Sick Leave	
	Full-time	12 days/90 hours	
	Part-time	Part-time employees who are scheduled to work at least 20 hours per week are eligible for prorated sick time hours. For example, an employee who works 22.5 hours per week is eligible for 54 hours of sick time (22.5/37.5* 90)	
PLAW (replacement of Personal Leave Policy)	Full-time, Part-time 20 hours or more	40 hours –available for immediate use on January 1 of each year. Use or lose benefit. No rollover option	
	Part-time (fewer than 20 hours)	Part-time employees are eligible to accrue personal leave. RAILS will award paid leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees start accruing one hour of paid leave time for every 40 hours worked. Once the individual employee reaches 40 hours of paid leave time, the employee will stop accruing during that calendar year.	

Paid Family Leave (Full-time and part-time employees working 20 or more hours per week with one year of service)	Receive up to 6 weeks/225 hrs. for qualifying life events Eligible employees will receive a maximum of six weeks of paid family leave per event or in total for more than one event in a 12-month period. Paid family leave is compensated at 100 percent of the employee's regular, straight-time weekly pay for all full-time employees and part-time employees working 20 or more hours per week with one year of service. Job protected benefit
Family Medical Leave (FML) Full-time and Part-time	Allows up to 12 weeks of unpaid leave for qualifying life events Must work for employer for at least 12 months and complete at least 1250 hours in the past 12 months to be eligible. Job protected leave
General Leave of absence	This leave of absence may be granted for 1 to 4 weeks. Unpaid personal leave of absence when you do not qualify for a leave under another RAILS' policy.
Jury Duty Leave	Grant paid time off for up to 4 weeks of regularly scheduled work hours to any employee summoned for jury duty. Any remaining time required for jury service may be unpaid Requesting and/or returning from jury duty leave will be required to provide copies of their jury duty checks for verification of jury duty service and payroll processing. Employees may keep their juror pay.
Bereavement Leave	Granted up to 3 days of regularly scheduled work hours of paid bereavement leave due to the death of an immediate family member. An employee who has been employed by RAILS for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take up to two (2) weeks of time off for the death of the employee's child, spouse or domestic partner. Three days of this time will be paid pursuant to this bereavement policy, and employees may use available paid leave hours or take unpaid time off for the remainder of the two-week period.