

LEVY

HOURLY:

Vacation	1 st year up to 5 days
Full-time only	

SALARIED NON-EXEMPT:

Paid Time Off Full-time & Part-time	Flexible Time Off – No cap on use
Paid Parental Leave Full-time & Part Time	Primary Caregiver: Up to 4 weeks
Subject to eligibility, including completion of at least 1 year of employment.	Non-primary Caregiver: Up to 2 weeks
Unpaid Personal Leave Full-time & Part-time Subject to eligibility, including completion of at least 1 year of employment.	Up to 30 days

SALARIED EXEMPT:

Paid Time Off	Flexible Time Off – No cap on use
Full-time & Part-time	
Paid Parental Leave	Primary Caregiver: Up to 4 weeks
Full-time & Part Time	
Subject to eligibility, including completion of at	Non-primary Caregiver: Up to 2 weeks
least 1 year of employment.	
Unpaid Personal Leave	Up to 30 days
Full-time & Part-time	
Subject to eligibility, including completion of at	
least 1 year of employment.	

^{*}This information is subject to change. If there is a conflict between the amounts listed and the company policy, the company policy will prevail.