Appendix A: PTO Breakout Per Contract

			Appendix A: FTO Breakout Fel			
					Forfeiture of Vacation and	Vacation Time and Sick
Contract	Vacation Accrual	Sick Leave	Vested Rule	Leave Roll Over	Sick Leave	Leave Pay Out
				All vacation will		
	Vacation is accrued at 3.33			rollover at the end	If employee transitions from	
	hours per every 80 hours			of contract year to	full/part time status to PRN	
	worked. Vacation may			the following	status, the first date as PRN,	
	accrue at a higher rate			contract year. Sick	employee will forfeit any non	
	based on incumbent date.	Sick Leave is accrued at 1		Leave will roll over	vested vacation time. Please	
	Please contact Program	hour per 30 Hours		to the following	coordinate with Program	Vested vacation time is only
	Manager at the start of		Vacation earned through the	contract year.	Manager/ Project Coordinator	eligible for pay out upon
DHA/Keesler-	contract to verify accrual	56 hours accrued per	most recent anniversary date	· ·	to ensure usage. Any unused	separation. Sick Leave is not
FSS/State	•	year. Maximum balance is	·	for sick leave is 56	sick leave at the date of	eligible for pay out upon
Department	date.	56 hours.	· · ·	hours.	separation will be forfeited.	
Department	uate.	36 Hours.	separation.	nours.	separation will be forfeited.	separation.
NE- MEDICAL/Full Time/ 6 for 80	Vacation is accrued at 6 hours per every 80 hours worked.	Sick leave is included in vacation bank.	Vacation time does not vest per contract.	Vacation balance will roll over to new contract year. Employee has (90) days to exhaust vacation in the following contract year.	If employee transitions from full time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vacation time must be exhausted prior to separation date. Vacation time is not eligible for pay out upon separation. Sick leave is not eligible for pay out upon separation.
NE-	Vacation is accrued at 3			Vacation balance will roll over to new contract year. Employee has (90) days to exhaust vacation in the	part time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused	Vacation time must be exhausted prior to separation date. Vacation time is not eligible for pay out upon separation. Sick
MEDICAL/Part	hours for every 40 hours	Sick leave is included in	Vacation time does not vest	following contract	sick leave at the date of	leave is not eligible for pay
Time/ 6 for 80	worked.	vacation bank.	per contract.	year.	separation will be forfeited.	out upon separation.

				All vacation will		
	Vacation is accrued at 3.33			rollover at the end	If employee transitions from	
					full time status to PRN status,	
	hours per every 80 hours			of contract year to	,	
	worked. Vacation may			the following	the first date as PRN,	
	accrue at a higher rate			contract year. Sick	employee will forfeit any non	
	based on incumbent date.	Sick Leave is accrued at 1		Leave will roll over	vested vacation time. Please	
	Please contact Program	hour per 30 Hours		to the following	coordinate with Program	Vested vacation time is only
	Manager at the start of	worked to a maximum if	Vacation earned through the	contract year.	Manager/ Project Coordinator	eligible for pay out upon
NE-	contract to verify accrual	56 hours accrued per	most recent anniversary date	Maximum balance	to ensure usage. Any unused	separation. Sick Leave is not
MEDICAL/Cover	rate based off incumbent	year. Maximum balance is		for sick leave is 56	sick leave at the date of	eligible for pay out upon
age/ Full Time	date.	56 hours.	separation.	hours.	separation will be forfeited.	separation.
		Sick leave is paid out at				
	Vacation is paid out at the	the end of every pay				
NE-MEDICAL/	end of every pay period	period based off hours				
Coverage/ PRN	based off hours worked.	worked.	N/A	N/A	N/A	N/A
					If employee transitions from	
					full time status to PRN status,	
				Vacation balance	the first date as PRN,	
				will roll over to	employee will forfeit any non	Vacation time must be
				new contract year.	vested vacation time. Please	exhausted prior to
				Employee has (90)	coordinate with Program	separation date.Vacation
				days to exhaust	Manager/ Project Coordinator	time is not eligible for pay
NE-	Vacation is accrued at 8			vacation in the	to ensure usage. Any unused	out upon separation. Sick
MEDICAL/Full	hours for every 80 hours	Sick leave is included in	Vacation time does not vest	following contract	sick leave at the date of	leave is not eligible for pay
Time/ 8 for 80	worked	vacation bank.	per contract.	year.	separation will be forfeited.	out upon separation.

NE- MEDICAL/Part Time/ 8 for 80	Vacation is accrued at 4 hours for every 80 hours worked.	Sick leave is included in vacation bank.	Vacation time does not vest per contract.	Vacation balance will roll over to new contract year. Employee has (90) days to exhaust vacation in the following contract year.	If employee transitions from part time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vacation time must be exhausted prior to separation date. Vacation time is not eligible for pay out upon separation. Sick leave is not eligible for pay out upon separation.
NE- MEDICAL/Full Time/ 10 for 80	Vacation is accrued at 10 hours for every 80 hours worked.	Sick leave is included in vacation bank.	Vacation time does not vest per contract.	Vacation balance will roll over to new contract year. Employee has (90) days to exhaust vacation in the following contract year.	If employee transitions from full time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vacation time must be exhausted prior to separation date. Vacation time is not eligible for pay out upon separation. Sick leave is not eligible for pay out upon separation.
NE-MEDICAL/ Part-Time/ 10 for 80	Vacation is accrued at 5 hours for every 40 hours worked.	Sick leave is included in vacation bank.	Vacation time does not vest per contract.	Vacation balance will roll over to new contract year. Employee has (90) days to exhaust vacation in the following contract year.	If employee transitions from part time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vacation time must be exhausted prior to separation date. Vacation time is not eligible for pay out upon separation. Sick leave is not eligible for pay out upon separation.

				All vacation will		
	Vacation is accrued at 3.33			rollover at the end	If employee transitions from	
	hours per every 80 hours worked. Vacation may			of contract year to the following	full/part time status to PRN status, the first date as PRN,	
	accrue at a higher rate			contract year. Sick	employee will forfeit any non	
	based on incumbent date.	Sick Leave is accrued at 1		Leave will roll over	vested vacation time. Please	
	Please contact Program	hour per 30 Hours		to the following	coordinate with Program	Vested vacation time is only
	Manager at the start of	· ·	Vacation earned through the	contract year.	Manager/ Project Coordinator	eligible for pay out upon
	contract to verify accrual		most recent anniversary date	,	to ensure usage. Any unused	separation. Sick Leave is not
	•	year. Maximum balance is	,	for sick leave is 56	sick leave at the date of	eligible for pay out upon
SAMMC	date.	56 hours.	separation.	hours.	separation will be forfeited.	separation.
MSS/Social Security Administation (SSA), Veteran Affairs (VA) Full Time/Part Time	Vacation is accrued at 3.33 hours per every 80 hours worked. Vacation may accrue at a higher rate based on incumbent date. Please contact Program Manager at the start of contract to verify accrual rate based off incumbent date.		Vacation earned through the most recent anniversary date will be paid out upon separation.	All vacation will rollover at the end of contract year to the following contract year. Sick Leave will roll over to the following contract year. Maximum balance for sick leave is 56 hours.	If employee transitions from full/part time status to PRN status, the first date as PRN, employee will forfeit any non vested vacation time. Please coordinate with Program Manager/ Project Coordinator to ensure usage. Any unused sick leave at the date of separation will be forfeited.	Vested vacation time is only eligible for pay out upon separation. Sick Leave is not eligible for pay out upon separation.
MSS/Social						
Security	Manager to action in the	Sick leave is paid out at				
Administation	Vacation is paid out at the	the end of every pay				
(SSA), Veteran	end of every pay period	period based off hours	N1 /A	N1/A	N1 / A	NI/A
Affairs (VA) PRN	based off hours worked.	worked.	N/A	N/A	N/A	N/A

Revised 16 Oct 2019