



# PAID TIME OFF

Have an ache or need a break?

Use your PPT and PTO to take time for you!

## PPT ACCRUAL BY STATE

Group	States	Annual Accrual	Carry-Over	Annual Use	Max PPT Bank <sup>1</sup>
2	Illinois Maryland New Mexico New York Texas	64 Hours	80 Hours	Available Time in PPT Bank	80 Hours
3	California Washington	80 Hours	80 Hours	Available Time in PPT Bank	120 Hours
4	Colorado Minnesota	48 Hours	48 Hours	Available Time in PPT Bank	80 Hours
5	All Others	40 Hours	40 Hours	Available Time in PPT Bank	80 Hours

<sup>1</sup>Once maximum accrual in PPT bank is satisfied, all time will accrue to PTO bank.

## Frequently Asked Questions

**Q:** When will I begin to accrue PPT and PTO?

**A:** You will begin accruing PPT on the first day of employment, however you will not see nor be able to request PPT until the first pay period following 60 days of service. Unless you live in Colorado or New York then you will see your time starting day one and be able to request it. Once you have accrued the amount of PPT allotted by your state, you will then start to accrue your PTO. See above chart for more info.

Have questions?

Ask for help under Ask HR in HR Link

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## PTO/PPT ACCRUAL TABLES

### HOURLY EMPLOYEES

Tenure	Per Pay Period Accrual	Annual Accrual	Maximum PTO/PPT Bank Combined
1 <sup>st</sup> day of employment through 2 <sup>nd</sup> anniversary	3.0833	80 hours	120 hours
1 <sup>st</sup> pay period after 2 <sup>nd</sup> anniversary through 5 <sup>th</sup> anniversary	4.61666	120 hours	180 hours
1 <sup>st</sup> pay period after 5 <sup>th</sup> anniversary	6.15	160 hours	240 hours

### SALARIED EMPLOYEES

Tenure	Per Pay Period Accrual	Annual Accrual	Maximum PTO/PPT Bank Combined
1 <sup>st</sup> day of employment through 5 <sup>th</sup> anniversary	4.61666	120 hours	180 hours
1 <sup>st</sup> pay period after 5 <sup>th</sup> anniversary	6.15	160 hours	240 hours

### PART-TIME EMPLOYEES (Applicable to States with PPT only)

Tenure	Per Pay Period	Annual Accrual	Maximum PTO/PPT Bank Combined
1 <sup>st</sup> day of employment	2.3	60 hours	90 hours



**Q:** How do I request time off?

**A:** Request PTO through HR Link and Managers or Resource will approve or deny the request.

**Q:** Can I borrow against my PTO?

**A:** Salaried employees are eligible to borrow up to 40 hours from their PTO, if approved by your manager or business unit. Check with your manager for additional information. Please note, you cannot borrow PPT.

**Q:** Can I request PPT/PTO before I'm eligible to accrue?

**A:** No, you will need to wait until after your first accrual before you will be able to request time off.

**Q:** Is my PPT/PTO front-loaded?

**A:** No, your PPT/PTO will not be frontloaded, instead you will accrue PPT/PTO each pay period following 60 days of service.

**Q:** Does PPT/PTO rollover from year to year?

**A:** Yes, your PPT/PTO will roll over from year to year; you can accrue up to 1.5 times your annual accrual amount, shown as "Max Bank".

**Q:** What happens to my accrued PPT/PTO if I leave DISH?

**A:** Any unused accrued PPT and PTO will payout on your final paycheck.

**Q:** What happens if my PTO balance is negative when I leave DISH?

**A:** You are responsible to payback any borrowed time if you leave DISH. The amount owed would be deducted from your final paycheck.