

YOUR TIME OFF BUCKETS



PAID SICK TIME (PST)

- Use these hours for illness, medical appointments and safety needs
- All employees earn one hour for every 30 hours worked
- Rollover limit: 72 hours a year
- Can't be cashed out



PAID TIME OFF (PTO)

- Use for holidays, vacation and personal time (use these hours first when requesting time off)
- Continues to accrue at your current rate
- Rollover limit: 200 hours a year
- You can cash out up to 100 hours/year



PTO OVERFLOW

- This bucket holds Paid Time off hours you had in your PTO bank on Jan. 4, 2026.
- No hours will accrue in this bank
- You can use these hours to take PTO, or cash out up to 100 hours per quarter (on payroll check dates of **April 3**, **July 10**, and **Oct. 2, 2026**).
- At the end of 2026, NKC will provide a one-time cash-out for your remaining PTO Overflow hours.