



2025 FULL TIME BENEFIT SUMMARY

Disclaimer: The benefit summaries listed in this document list key features of each plan. They are not intended to provide complete plan details. New and revised policies will be issued periodically. Employees will be notified of all updates as they occur via email or a written memo.

Paid Time Off (PTO)	
Months of Service	Annual PTO Accrual
0-23 Months	160 hours (20 8-hour work days)
24-35 Months	200 hours (25 8-hour work days)
36-47 Months	220 hours (27.5 8-hour work days)
48-59 Months	240 hours (30 8-hour work days)
60+ Months	260 hours (32.5 8-hour work days)

Extended Illness (EI)	
Months of Service	Per Paycheck Accrual
0-23 Months	6.67 hours
24-35 Months	8.33 hours
36-47 Months	9.16 hours
48-59 Months	10.00 hours
60+ Months	10.83 hours

The Extended Illness benefit (available after 10 consecutive days of related absence) provides income protection when a WCA staff must miss work due to a serious health condition, personal illness, or injury. After 240 EI hours (equivalent to 30 work days) have been accumulated by full-time staff, no further EI hours can be accrued unless time is used to decrease the balance.

PTO & EI may not be used during the first 90 days of employment.

Observed Holidays	
The WCA observes the following paid holidays (not included in the PTO balance) & WCA is closed:	
01/01/25 New Years Day	09/01/25 Labor Day
01/20/25 Martin Luther King Jr. Day	11/27/25 Thanksgiving Day
05/26/25 Memorial Day	11/28/25 Day after Thanksgiving
06/19/25 Juneteenth	12/24/25 Christmas Eve
07/04/25 Independence Day	12/25/25 Christmas Day
Floating Holiday	
Full Time = 2 8-hour days	Part Time = 2 4-hour days