

Jenny Works

From: Heather Schrimp
Sent: Monday, May 2, 2022 11:04 AM
To: Jenny Works
Subject: FW: PTO Accruals

Is this what you were looking for? We need to add Seth Eurton to the retroactive list.

Heather Schrimp

Heather Schrimp
Deputy Clerk Treasurer-Human Resources
City of Charlestown

From: Heather Schrimp
Sent: Monday, April 4, 2022 10:09 AM
To: Treva Hodges (mayor@cityofcharlestown.com) <mayor@cityofcharlestown.com>
Cc: Donna Coomer (Donna.Coomer@cityofcharlestown.com) <Donna.Coomer@cityofcharlestown.com>
Subject: PTO Accruals

Here are the weekly accrual figures we talked about. Based on the conversation, this would apply to any new hires and retroactively to the following employees that have been here less than a year:

Alyssa Asbury
William Bays
Rodger Fain
Brian Smith

	Annual Amount	Weekly Accrual
Vacation		
First Year	40	0.769230769
Second Year	80	1.538461538
Tenth Year	120	2.307692308
Fifteenth Year	160	3.076923077
Personal	40	0.769230769
Sick	40	0.769230769

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