



COREWORKS

HOURLY:

Vacation Full-time only	1 st year up to 40 hours
Personal Days Full-time only	Up to 2 personal days per year
Holidays Full-time & Part-time	Up to 6 paid holidays per year

SALARIED NON-EXEMPT:

Paid Time Off Full-time & Part-time	Flexible Time Off – No cap on use
Paid Parental Leave Full-time & Part-time <i>Subject to eligibility, including completion of at least 1 year of employment.</i>	Primary Caregiver: Up to 4 weeks Non-primary Caregiver: Up to 2 weeks
Unpaid Personal Leave Full-time & Part-time <i>Subject to eligibility, including completion of at least 1 year of employment.</i>	Up to 30 days

SALARIED EXEMPT:

Paid Time Off Full-time & Part-time	Flexible Time Off – No cap on use
Paid Parental Leave Full-time & Part-time <i>Subject to eligibility, including completion of at least 1 year of employment.</i>	Primary Caregiver: Up to 4 weeks Non-primary Caregiver: Up to 2 weeks
Unpaid Personal Leave Full-time & Part-time <i>Subject to eligibility, including completion of at least 1 year of employment.</i>	Up to 30 days

*This information is subject to change. If there is a conflict between the amounts listed and the company policy, the company policy will prevail.