

Time Off Benefits

OBSERVED HOLIDAYS

Northwest Bank observes the following Federal holidays granted to full-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

PAID TIME OFF (PTO) ACCRUAL RATES

Full-Time Employees

PTO is prorated during the first year of service based on your job grade and date of hire.

Upon hire, you will be eligible for the following number of PTO days in the current calendar year, if hired in:

	Tier 1	Tier 2	Tier 3	Tier 4
Jan	15.5	19	24	28.5
Feb	14	17.5	21.5	26
Mar	13	16	19.5	23
Apr	11.5	14	17.5	20.5
May	10	12	15	18
Jun	8.5	10.5	13	15.5
Jul	7	8.5	11	13
Aug	5.5	7	8.5	10
Sep	4.5	5.5	6.5	7.5
Oct	3	3.5	4.5	5
Nov	1.5	2	2	2.5
Dec	0	0	0	0

Years	Tier 1	Tier 2	Tier 3	Tier 4
< 1	Prorated (see chart above)			
1	17	21	26	31
2	18	22	26	31
3	19	22	26	31
4	20	23	27	31
5	21	23	27	31
6	22	24	27	31
7	23	24	27	31
8	24	25	28	31
9	25	25	28	31
10	26	26	28	31

Schedule continues to a maximum of 31 days

- Full-time employees may carry over a maximum of 16 hours of PTO, which must be used in the following calendar year.
- Employees will not receive compensation for any unused days at the end of the year.
- PTO days can be taken in hourly increments.

Part-Time Employees

PTO is prorated during the first year of service based on the employee's month of hire. Employees are eligible for the following number of paid time off hours in the year that they celebrate their anniversary, as shown:

Years of Service	PTO Time
Less Than 1 Year	Prorated
1-5 Years	70 Hours
6+ Years	90 Hours

- Part-time employees may carry over a maximum of 8 hours of PTO which must be used in the following calendar year.
- Employees will not receive compensation for any unused days at the end of the year.
- PTO days can be taken in hourly increments.