



## Benefits - Paid Time Off (PTO)

Active exempt, Support Center Crew Members are enrolled in the FLEX PTO Plan and are encouraged to take a minimum of 10 PTO days annually.

For all other active Full-time or Part-time Crew Members, accrual is based on Length of Service reflected in the chart below, prorated by the number of hours worked each pay period.

Length of Service	Accrual Rates Earned Per Hour Worked		Maximum PTO Hours Earned Per Year		Maximum PTO Hours Allowed to Carry Over	
	Full Time Accrual	Part Time Accrual	Full Time	Part Time	Full Time	Part Time
0 – 12 months of employment	0.038 Per Hour	Not Eligible	up to 80 hours	0 hours	80 Hours	Not Eligible
13 months – 5 years of employment	.058 Per Hour	.058 Per Hour	up to 120 hours	up to 120 hours	180 hours	180 hours
5.1 – 15 years of employment	.077 Per Hour	.077 Per Hour	up to 160 hours	up to 160 hours	240 Hours	240 Hours
15.1 years of employment & thereafter	.097 Per Hour	.097 Per Hour	up to 200 hours	up to 200 hours	300 Hours	300 Hours

### Special Note: Supplemental Paid Leave

Some Crew Members may be enrolled in a Supplemental Paid Leave Plan to meet additional state/local paid leave requirements. To inquire if a Supplemental Paid Leave Plan is applicable, please contact [humanresources@westmarine.com](mailto:humanresources@westmarine.com).