

## **For Your Time**

### **Staff Benefits**

#### **Paid Time Off (PTO)**

VTC is committed to assisting employees in finding a balance between their work life and home life by offering Paid Time Off. This benefit is offered to eligible full-time and part-time staff. The accrual of this leave is based upon length of service and hours worked. The average full-time employee will earn up to 16 days of PTO annually for the first four years and 21 days thereafter. The leave may be used for vacation or the employee's illness or the illness of a family member.

#### **Serious Illness Leave (SIL)**

There are times when an employee may be incapacitated due to illness or injury for an extended period of time. SIL is a paid leave that is available under some circumstances to eligible full-time and part-time staff. The accrual of this leave is based upon hours worked with the average full-time employee earning up to 6 days of SIL annually.

#### **Holiday Pay**

VTC is pleased to offer our eligible full-time and part-time staff 13 paid holidays per fiscal year.

### **Direct Labor Worker Benefits**

#### **Vacation Time**

VTC has established a vacation plan for the benefit of all eligible full-time and part-time Direct Labor Workers. The vacation plan is designed to provide employees a period of rest and relaxation away from work without the loss of pay or benefits and can be used for vacations or personal business.

Vacation is accrued based upon hours worked at a rate of 5 days per year. Direct Labor Workers working under the Vandenberg AFB and/or Naval Base Ventura County contracts will receive the vacation benefits specified in the contracts.

#### **Sick Leave**

A full-time Direct Labor Worker accrues paid sick leave at the rate of 5 days per year. Part-time and Vandenberg AFB and/or Naval Base Ventura County Direct Labor Workers are not eligible for this benefit.

#### **Holidays**

VTC is please to offer eligible full-time and part-time Direct Labor Workers 6 paid holidays per fiscal year. Direct Labor Workers working under Vandenberg AFB and/or Naval Base Ventura County contracts will receive the paid holidays specified in the contracts.