



U.S. Time Off

Paid Time Off

Paid time off (PTO) combines vacation, sick leave and personal leave into a pool of days that you earn in hours each pay period. Your Basic PTO accrual rate is based on your level, years of service with the company and work schedule (scheduled percentage of full time) as of the last day of the accrual period. If you are rehired, you will receive credit for your prior service with the company to calculate your Basic PTO accrual rate.

At the end of each calendar year, you can carry over up to 120 accrued Basic PTO hours to the next calendar year, subject to any applicable state and/or local laws.

Basic PTO annual accrual		
Years of service	Days	Hours
Levels 48 through 83		
Less than 1 year	Up to 19 days	Up to 152 hours
1 to 4 years	19 days	152 hours
5 to 9 years	22 days	176 hours
10 to 14 years	25 days	200 hours
15 or more years	28 days	224 hours
Level 43 and more senior		
Less than 1 year	Up to 25 days	Up to 200 hours
1 to 9 years	25 days	200 hours
10 or more years	28 days	224 hours

Holidays

In addition to PTO, WTW observes the following nine paid fixed holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

This document contains information about benefit plans that WTW offers to eligible U.S. colleagues. If any statements are inconsistent with applicable laws and regulations or official plan documents and contracts, those regulations and documents will govern. WTW reserves the right to amend or terminate any policy, program or plan, at any time, for any reason. No provision of any benefit or statement in this document is to be considered a guarantee of eligibility for WTW benefits or a contract of employment between you and WTW.