



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 each pay period. The amount of PTO you earn is based on your level and years of service with the company. If you are rehired, you will receive credit for your prior service with the company to calculate your Basic PTO accrual rate.

In addition to your Basic PTO, you can purchase up to five additional PTO days (PTO purchase) in eight-hour increments. At the end of each calendar year, you can carry over up to 120 accrued Basic PTO hours to the next calendar year.

PTO annual accrual			
Years of service	Basic PTO	PTO purchase	Maximum annual accrual
Levels 48 through 83			
Less than 1 year	Up to 19 days	Up to 5 days	Up to 24 days
1 to 4 years	19 days	Up to 5 days	Up to 24 days
5 to 9 years	22 days	Up to 5 days	Up to 27 days
10 to 14 years	25 days	Up to 5 days	Up to 30 days
15 or more years	28 days	Up to 5 days	Up to 33 days
Level 43 and more senior			
Less than 1 year	Up to 25 days	Up to 5 days	Up to 30 days
1 to 9 years	25 days	Up to 5 days	Up to 30 days
10 or more years	28 days	Up to 5 days	Up to 33 days

Holidays

In addition to PTO, WTW will observe 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.