



Time Off from Work

Paid Time Off – PTO

TRC's PTO combines vacation, personal and sick days into one account so that employees can use their days off in a way they choose. Eligible employees begin accruing PTO on a weekly basis from the first day of employment. The rate of accrual is based on the employee's length of service and will increase annually in the month following the employee's anniversary date. The maximum PTO balance anyone can have is 2x their annual rate of accrual.¹

Holidays

TRC recognizes 7 Paid Holidays and 1 Floating Holiday (per fiscal year).^{2 3}

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas
- Floating Holiday (1 per fiscal year)

Leaves

TRC offers Employee leaves for various personal circumstances.

Paid Leaves:

- Bereavement Leave: up to 5 days for immediate family
- Maternity Leave: 7 weeks at 100% (no maximum)
- Parental Leave: up to 1 week within first 12 months of birth/adoption/placement of foster child(ren)
- Jury Duty: up to 2 weeks per year (unpaid after first 2 weeks)
- Medical Leave: Short Term and Long-Term Disability⁴
- Military leave: Up to 2 weeks per calendar year (offset to military pay provided)

¹ PTO Accrual is based on a 40 hour per week schedule. Employees working 20 – 39 hours per week will receive a pro-rated accrual based on their schedule.

² Holiday schedules for Union, Gov't Workers, Field Services, and US Territories may vary.

³ Holiday pay for Employees working 20-39 hours per week is pro-rated based on their schedule.

⁴ STD coverage automatic; LTD coverage Optional – enrollment required.