



TIME MANAGEMENT - NON EXEMPT

The Time Management "TM" Program

Time management is earned based on years of service. Accrual starts immediately upon hire.

Years of Service

0 - 4 years
 4 - 9 years
 9 - 14 years
 14 - 19 years
 19 - 24 years
 24+ years

Annual Earned Leave

26 days per year
 28.5 days per year
 31 days per year
 33.5 days per year
 36 days per year
 38.5 days per year

Bi-Weekly Accrual

8 hours / pay period
 8.77 hours / pay period
 9.54 hours / pay period
 10.3 hours / pay period
 11.08 hours / pay period
 11.85 hours / pay period

Starting monthly accrual!

New Employee TM Reserve

Homes for Good front loads 48 hours of TM "reserve" for the first six months (or 13 pay periods) to be used for sick time or emergencies (not vacation). Because the 48 hours have not yet been earned, during the first six months, the bi-weekly accrual rates will be reduced by 3.69 hours per pay period for 13 pay periods.

	TM ACCRUAL	PAY BACK ADJUSTMENT	ADJUSTED TM ACCRUAL	TM TAKEN	BALANCE	
HIRE DATE	-	-	-	-	48	
PAY PERIOD 1	8	-3.69	4.31	0	52.31	
PAY PERIOD 2	8	-3.69	4.31	0	56.62	
PAY PERIOD 3	8	-3.69	4.31	0	60.92	
PAY PERIOD 4	8	-3.69	4.31	0	65.23	
PAY PERIOD 5	8	-3.69	4.31	0	69.54	
PAY PERIOD 6	8	-3.69	4.31	0	73.85	
PAY PERIOD 7	8	-3.69	4.31	0	78.15	
PAY PERIOD 8	8	-3.69	4.31	0	82.46	
PAY PERIOD 9	8	-3.69	4.31	0	86.77	
PAY PERIOD 10	8	-3.69	4.31	0	91.08	
PAY PERIOD 11	8	-3.69	4.31	0	95.38	
PAY PERIOD 12	8	-3.69	4.31	0	99.69	
PAY PERIOD 13	8	-3.69	4.31	0	104	Reconciled Balance after 6 months



This example assumes you don't take TM during your first six months. If you do, subtract it from TM balance for month taken