



TIME MANAGEMENT - 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

9.54 hours / pay period
10.3 hours / pay period
11.08 hours / pay period
11.85 hours / pay period
12.62 hours / pay period
13.38 hours / pay period

your 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	9.54	-3.69	5.85	0	53.85
PAY PERIOD 2	9.54	-3.69	5.85	0	59.7
PAY PERIOD 3	9.54	-3.69	5.85	0	65.54
PAY PERIOD 4	9.54	-3.69	5.85	0	71.39
PAY PERIOD 5	9.54	-3.69	5.85	0	77.24
PAY PERIOD 6	9.54	-3.69	5.85	0	83.09
PAY PERIOD 7	9.54	-3.69	5.85	0	88.93
PAY PERIOD 8	9.54	-3.69	5.85	0	94.78
PAY PERIOD 9	9.54	-3.69	5.85	0	100.63
PAY PERIOD 10	9.54	-3.69	5.85	0	106.48
PAY PERIOD 11	9.54	-3.69	5.85	0	112.32
PAY PERIOD 12	9.54	-3.69	5.85	0	118.17
PAY PERIOD 13	9.54	-3.69	5.85	0	124.02

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