

PPL PTO & Holiday Pay Policy

What Every PA Should Know!

Paid Time Off (PTO):

 **PAs earn 1 hour of PTO** for every 30 hours worked, up to 56 hours per year.

 **Carryover:** You can carry over unused PTO (up to 56 hours) into the following year.

 **Payout on Termination:** Unused PTO is **not** paid out if you leave job.

 **Usage:** PTO can be used in **15-minute** increments.

Paid Holidays (For Full-Time PAs Only):

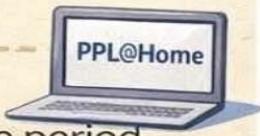
If you work **130+ hours** per month, you qualify for **7 paid holidays:**

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



How to Request PTO:

Log in to **PPL@Home**, go to the **Timesheet** tab, and click “**+ Submit Time Off**”.



- Choose the service period.
- Select “**Personal Time Off**” as the reason.
- Set your time range & hit **Submit!**

Paid Holidays (For Full-Time PAs Only):

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

Don't forget to log your time accurately and request PTO in advance!

PA PTO and Holiday Pay 2026

PPL has updated its holiday pay policy for Personal Assistants:

- Full-time PAs will receive 1.5x their hourly rate for up to 8 hours of work on a holiday. If the PA works more than 8 hours on the holiday, hours past 8 hours will be paid at the straight time rate.

Eligibility: For a Personal Assistant to be eligible to receive holiday pay, the PA must have worked at least 130 hours the month prior to the month of the holiday. Holiday pay is only paid if hours are worked on the holiday up to 8 hours.

What if a Paystub has Holiday Hours and Overtime Hours? Holiday Premium pay is calculated the same as OT Premium Pay:

- # of Holiday hours times Holiday Base Rate = Paid Holiday Base Amount
- Holiday Base Rate times .5 = Holiday Premium Rate
- Holiday Premium Rate times *Eligible Hours = Holiday Premium Pay

If Overtime hours ever equal or exceed Holiday hours, there will be no Holiday Premium pay (the overtime hours negate the Holiday hours). All premium pay appears in the OT Premium row. There will be no Holiday Premium pay row in this situation.

Pay Stub Example

Pay Details					
Earnings	Hours	Rate	Amount	Shift	YTD
Regular	32.00	20.10	643.20		6,854.10
Overtime Base	2.00	20.10	40.20		321.60
Overtime Premium					160.80
Holiday Base	8.00	20.10	160.80		160.80
Holiday Premium					60.30
Spread of Hours	3.00		60.30		131.60
	42.00		939.90		7,689.20

1. Overtime Base hours (hours worked over 40)
2. Holiday Base hours (hours worked on a holiday)
3. Overtime Premium Amount:
 - a. Regular Rate (\$20.10/hr) times .5 = OT Premium Rate (\$10.05/hr)
 - b. OT Premium Rate (\$10.05/hr) times OT Base hours (2hrs) = Overtime Premium Amount (\$20.10)
4. Holiday Premium Amount: Example:
 - a. Holiday Base Rate (\$20.10) times .5=Holiday Premium Rate (\$10.05/hr)
 - b. Holiday Base hours (8hrs) - Overtime Base hours (2hrs) = Holiday Premium eligible hours (6hrs)
 - c. Holiday Premium eligible hours (6hrs) times Holiday Premium Rate (\$10.05) = Overtime Premium Amount (\$60.30)