

December 16, 2015

To: CAT Directors and Managers

From: Sherry Kluge
Associate Fiscal Director

Re: Minimum Hours needed for each month 2016 to retain benefits

Employees hired prior to 7/1/10 must meet the .5 FTE (Half-time) worked to be eligible and retain benefits

Employees hired after 7/1/10 must meet the .625 FTE (62.5 %) worked to be eligible and retain benefits

Month/Year	Full Time Hours	Half Time Hours (.5)	62.5% Hours (.625)	Holidays
January 2016	168	84	105	1/1/2016 1/18/2016
February 2016	168	84	105	2/15/2016
March 2016	184	92	115	
April 2016	168	84	105	
May 2016	176	88	110	5/30/16
June 2016	176	88	110	
July 2016	168	84	105	7/4/16
August 2016	184	92	115	
September 2016	176	88	110	9/5/16
October 2016	168	84	105	
November 2016	176	88	110	11/11/16 11/24/16 11/25/16
December 2016	176	88	110	12/26/16 (Floater must be used by 12/31/16)