

December 15, 2019

To: CAT Directors and Managers

From: Sherry Kluge
HR Director

Re: Minimum Hours needed for each month 2021 to retain benefits

Employees hired prior to 7/1/10 must meet the .5 FTE (Half-time) worked to be eligible and retain benefits (approximately 20 hours per week)

Employees hired after 7/1/10 must meet the .625 FTE (62.5 %) worked to be eligible and retain benefits (approximately 25 hours per week)

Month/Year	Full Time Hours	Half Time Hours (.5)	62.5% Hours (.625)	Holidays
January 2021	168	84	105	1/1/2021 1/18/2021
February 2021	160	80	100	2/15/2021
March 2021	184	92	115	
April 2021	176	88	110	
May 2021	168	84	105	5/31/2021
June 2021	176	88	110	
July 2021	176	88	110	7/5/2021- Observed
August 2021	176	88	110	
September 2021	176	88	110	9/6/2021
October 2021	168	84	105	
November 2021	176	88	110	11/11/2021 11/25/2021 11/26/2021
December 2021	184	92	115	12/24/2021 Observed And (Floater must be used by 12/31/2021)