



Community Action Team

Serving Columbia, Clatsop, and Tillamook Counties

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www.cat-team.org

12/20/2024

To: **CAT Directors and Managers**

From: **Sherry Kluge, HR Director**

Re: **Minimum Hours needed for each month 2025 to retain benefits**

Minimum Hours to Receive Benefits					
Month	Date	Full Time Hours	Half Time Hours (.5)	62.5 Hours (.625)	Paid Holidays
January 2025	2/5/2025	184	92	115	1/1/2025 1/20/2025
February 2025	3/3/2025	160	80	100	2/17/2025
March 2025	4/3/2025	168	84	105	
April 2025	5/5/2025	176	88	110	
May 2025	6/5/2025	176	88	110	5/26/2025
June 2025	7/3/2025	168	84	105	6/19/2025
July 2025	8/5/2025	184	92	115	7/4/2025
August 2025	9/5/2025	168	84	105	
September 2025	10/3/2025	176	88	110	9/1/2025
October 2025	11/5/2025	184	92	115	
November 2025	12/5/2025	160	80	100	11/11/2025 11/27/2025 11/28/2025
December 2025	1/5/2065	184	92	115	12/25/2025
Floating holidays must be used by 12/31/2025					

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)

Family Resource Center

125 North 17th Street
Saint Helens, OR 97051

Fiscal Office

124 North 18th Street
Saint Helens, OR 97051

Child & Family Programs

108 West B Street
Rainier, OR 97048