



December 26, 2025

To: CAT Directors and Managers

From: Sherry Kluge, HR Director

Re: 2026 Minimum Hours Needed Each Month to Retain Benefits

Employees hired prior to 7/1/2010 must meet the .5 FTE (half-time) worked to be eligible and retain benefits (approximately 20 hours per week)

Employees hired on/after 7/1/2010 must meet the .625 FTE (62.5%) worked to be eligible and retain benefits (approximately 25 hours per week)

Month/Year Pay Date	Full Time Hours	Half Time Hours (.5)	62.5% Hours (.625)	Paid Holidays
January 2026 2/5/2026	176	88	110	1/1/2026 1/19/2026
February 2026 3/5/2026	160	80	100	2/16/2026
March 2026 4/3/2026	176	88	110	
April 2026 5/5/2026	176	88	110	
May 2026 6/5/2026	168	84	105	5/25/2026
June 2026 7/2/2026	176	88	110	6/19/2026
July 2026 8/5/2026	184	92	115	7/3/2026
August 2026 9/4/2026	168	84	105	
September 2026 10/5/2026	176	88	110	9/7/2026
October 2026 11/5/2026	176	88	110	
November 2026 12/4/2026	168	84	105	11/11/2026 11/26&27/2026
December 2026 1/5/2027	184	92	115	12/25/2026

*Employees also receive one **Floating Holiday** that must be taken during the calendar year

**Employees become eligible for paid holidays after 31 days of employment