

Paid Time Off for U.S. Amazon Employees*



Regular time away from work is essential for employees to recharge and renew. Employees earn paid time off in addition to company paid holidays.

*The following paid time off information is for Class F (40 hours/week), Class R (30-39 hours/week), and Class H (20-29 hours/week) Amazon employees excluding those who work in California.

Vacation

You are eligible to receive paid vacation time. Paid vacation time is accrued on a per pay-period basis. The amounts shown below are annualized accrual amounts.

Annual Accrual Rates for Hourly Employees

Years Worked	Part Time (20-29 hours per week)	Reduced Time (30-39 hours per week)	Full Time (40+ hours per week)
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0-1	20 hours/ 2.5 days	30 hours/ 3.75 days	40 hours/ 5 days
1-2	40 hours/ 5.0 days	60 hours/ 7.5 days	80 hours/ 10 days
2-3	44 hours/ 5.5 days	66 hours/ 8.0 days	88 hours/ 11 days
3-4	48 hours/ 6.0 days	72 hours/ 9.0 days	96 hours/ 12 days
4-5	52 hours/ 6.5 days	78 hours/ 9.75 days	104 hours/ 13 days
5-6	56 hours/ 7.0 days	84 hours/ 10.5 days	112 hours/ 14 days
6+	60 hours/ 7.5 days	90 hours/ 11.25 days	120 hours/ 15 days

Annual Accrual Rates for Salaried Employees

Years Worked	Part Time (20-29 hours per week)	Reduced Time (30-39 hours per week)	Full Time (40+ hours per week)
0-1	40 hours/ 5 days	60 hours/ 7.50 days	80 hours/ 10 days
1-6	60 hours/ 7.50 days	90 hours/ 11.25 days	120 hours/ 15 days
6+	80 hours/ 10 days	120 hours / 15 days	160 hours/ 20 days

Personal Time

You are eligible to receive paid personal time. You will accrue paid personal time on the last day of your first pay period (and January 1 in subsequent years) and the remainder spread out over the remaining 11 bi-weekly pay periods (5 pay periods if you are paid monthly). The amounts below reflect the annualized grant amounts you are eligible to receive:

Part Time (20-29 hours per week)	Reduced Time (30-39 hours per week)	Full Time (40+ hours per week)
24 hours / 3 days	36 hours / 4.5 days	48 hours / 6 days

Sick Time

Amazon grants paid sick time based on local, city and state ordinances.

Holidays

In general, Amazon employees receive seven paid holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

Leaves of Absence

In general, leaves of absence are available to eligible employees for time off due to a qualifying medical condition, or that of a qualified family member. This can include the birth or adoption of a new child, personal reasons, the death of a member of your immediate family, jury/witness duty, military reasons, or other reasons provided under various laws. Most leaves are unpaid, except some pregnancy and parental leaves, and some

portions of jury/witness, military, and bereavement leaves. All leaves have various length limits, and some leave types may require certification and/or the approval of your manager or Human Resources. For more information, refer to the [Benefits Overview for U.S. Amazon Employees](#) page.

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