

January 4, 2017

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 2017	176	88	110	1/1/2017 1/16/2017
February 2017	160	80	100	2/20/2017
March 2017	184	92	115	
April 2017	160	80	100	
May 2017	184	92	115	5/29/17
June 2017	176	88	110	
July 2017	168	84	105	7/4/17
August 2017	184	92	115	
September 2017	168	84	105	9/4/17
October 2017	176	88	110	
November 2017	176	88	110	11/10/17 11/23/17 11/24/17
December 2017	168	88	105	12/25/17 (Floater must be used by 12/31/17)