Rosetta Time-Off Overview

Rosetta has a very generous time-off program that it offers to all of its regular full-time Team Members. The following is a general overview of the program we offer. Specific details on earning, usage and other policies are provided in our Team Member Handbook.

Paid Time-Off (PTO)

Our PTO combines vacation and sick time and allows Team Members to determine the most appropriate use of company paid days away from the office in the manner in which they feel is most appropriate (e.g. caring for elderly parents, sick children, own illnesses, personal time away and vacation time).

Your level in the organization determines the amount of PTO you are allotted. Your generous PTO allotment will be noted in your offer letter. Accrual amounts are prorated per start date and your PTO accrues on the 16th of each month.

Holidays

The agency observes the following paid US holidays:

2017 HOLIDAY	2017 WEEKDAY OBSERVED
New Year's Day	Monday, January 2
Martin Luther King Jr. Day	Monday, January 16
President's Day	Monday, February 20
Friday before Memorial Day	Friday, May 26
Memorial Day	Monday, May 29
Independence Day Eve	Monday, July 3
Independence Day	Tuesday, July 4
Friday before Labor Day	Friday, September 1
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Thanksgiving Eve	Wednesday, November 22
Thanksgiving	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Eve	Friday, December 22
Christmas Day	Monday, December 25
New Year's Eve	Friday, December 29

Additional Time Off

In addition to the above, Rosetta provides the following personalized time-off:

Two (2) – Floating Holidays, One (1) – Community Service Day