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| Employee PTO and Tenure Overview | | | |
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| Employee Name | Tenure Bracket | PTO Days/Year | Notes |
| Alice Smith | 0-1 year | 10 | Probationary accrual |
| Bob Johnson | 1-3 years | 15 | Standard accrual |
| Charlie Lee | 3-5 years | 20 | Loyalty bonus |
| Diana King | 5+ years | 25 | Senior staff benefit |
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