



# Paid Time Off Policy

In order to help employees foster a work-life balance, the Company offers Paid Time Off (PTO). PTO may be used for any purpose, including but not limited to vacation and personal matters. PTO can also be used for all reasons as outlined by relevant sick leave law, including employee or family member illness, injury, preventative care, or reasons related to domestic violence, stalking, or similar matters.

All employees will accrue PTO on a pay-period basis according to the following calendar year schedule:

- Hours are accrued on a weekly basis.
- PTO begins to accrue upon hire and may be used immediately.

**Full-time employees will accrue based on the following schedule:**

- 0-2 years of service: 2 hours per week accrued up to a maximum of 56 hours.
- 2-5 years of service: 2 hours per week accrued up to a maximum of 80 hours.
- 5-10 years of service: 3 hours per week accrued up to a maximum of 120 hours.
- 10+ years of service: 4 hours per week accrued up to a maximum of 160 hours.

**Part-time employees will accrue 1 hour per week.**

If the need for PTO is foreseeable, employees must submit requests in writing at least 2 weeks in advance to your manager. When possible, PTO requests are granted, considering operating requirements. Length of employment may determine priority scheduling PTO. If the need for PTO is unforeseeable, the employee should provide notice as soon as practicable.

We understand that unscheduled absences occasionally happen; however, when possible, PTO should be scheduled in advance. If the frequency of unscheduled absences becomes excessive, corrective action will be taken, up to and including termination.

Employees must work the day scheduled before and after a paid Holiday, unless PTO is approved in advance. Unscheduled absences taken before or after a paid Holiday will result in loss of the paid Holiday, unless a doctor's note, excusing the employee for that day, is provided upon the employee's return to work. Employees must also work the day scheduled after using PTO. If an employee no call/no shows the day following scheduled and approved PTO, that PTO will be forfeited.

Employees must use PTO in increments of not less than one-half day (4 hours). Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

Employees will not be paid wages in lieu of unused PTO unless state law dictates otherwise. Unused PTO will be carried over each year up to the maximum accrual bank of 80 hours. Unused PTO will be forfeited upon employment separation.

I have read and understand the new Paid Time Off (PTO) Policy as described above. I understand that this PTO Policy is replacing all previous policies regarding PTO, Vacation, and/or Sick Time, and combining any previous paid Vacation and/or Sick Time, etc. into one bank.