



## Paid Time Off (PTO)

### Purpose

We recognize that employees have diverse needs for time off from work and, as such, we have established our paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

### Eligibility

All full-time benefits eligible employees.

### Availability

PTO accruals will begin the pay period following completion of 30 days of employment. PTO is earned and the balance is updated each pay period. PTO will follow a twelve-month calendar year.

All PTO hours for the year that are advanced on January 1 may be taken at any time with Manager approval, but the hours are actually earned throughout the year on a per pay period basis. Use of unearned PTO is considered an advance. Accordingly, if you are terminated or resign and you have taken unearned PTO during that year, you will be expected to reimburse the Company for any unearned PTO, through an authorized payroll deduction, subject to applicable state law restrictions. If the payroll deduction does not cover the amount due, the employee will be required to reimburse the Company for the advanced unearned PTO immediately upon separation from employment.

### Accrual Rates in hours:

Length of service determines the rate at which the employee will accrue PTO.

No PTO hours will accrue beyond the Total Annual PTO Available for the appropriate years of service.

Employees moving to a new accrual bracket do so in the month following their anniversary date.

Years of Service	Total Annual PTO Available	Roll Over Max to next year
30 days to <1 year	80	40
1 year to < 5 years	160	40
5 years to < 10 years	200	40
10 years to over	240	40



### ***Use and Scheduling of PTO***

Employees are required to use available PTO when taking time off from work except for military leave. All PTO must be tracked and entered into our HRIS system (ADP). If assistance in entering is needed, the employees needs to request such support from their manager or the HR team. Failure to properly track your PTO in our HRIS system may result in disciplinary action, including possible termination of employment and forfeiture of unused earned PTO.

PTO may be taken in increments of as low as one quarter hours for nonexempt employees.

PTO may be taken in half-day or full-day increments for exempt employees. Exempt employees who work two or less hours in a workday must report one full day of PTO on their time report. Exempt employees who work only one half of the regularly scheduled workday, must report one-half day of PTO on their time report.

When PTO for full days is used, an employee is required to use PTO hours according to their regularly scheduled workday. For example, if an employee works an eight-hour day, they would request eight hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

Whenever possible, PTO must be scheduled two weeks in advance of the time off. Except for preapproved protected leaves of absence, PTO is subject to supervisory approval, department staffing needs and established departmental procedures. PTO requests greater than 56 hours consecutively will be subject to special review by both manager and market manager. In addition, the company reserves the right to require a written verification from the employee's health care provider for absences. The nature of the illness or details relating to the absence shall not be disclosed.

Unscheduled absences, absences requested less than 2 weeks in advance, will be monitored, and an employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the business. Excessive use of unscheduled PTO could result in disciplinary action, including termination.

PTO can be used for any purpose, including bereavement leave.

### ***Roll Over***

In December of each year, employees who have a balance of 40 hours or less will have that balance moved into the following calendar year. Any balance over 40 hours will be lost and not paid.

### ***Termination of employment***

Upon separation of employment, unused and earned PTO will be paid to the employee in accordance with this policy.