

# ADMIN & OFFICE PTO

## AH, PAID TIME OFF. NOW WE'RE PAYING FULL ATTENTION, RIGHT?

We want employee-owners to work well and live well. We offer all employee-owners Paid Time Off (PTO) for purposes such as vacations, personal time and sick time (for the employee-owner's own illness, injury or for caring for family members).

### ELIGIBILITY

All active, full-time employee-owners working an average of 30 or more hours a week have PTO available to them. Part-time, seasonal and temporary employees are not eligible.

### ACCRUAL AND PAYMENT OF PTO

The amount of PTO to which an employee-owner earns is determined by the employee-owner's continued years of service as of his or her most recent employment anniversary date. Employee-Owners who are rehired within 30 days of their most recent termination date will be reinstated with the same continuous years of service that they had upon termination. PTO is based on the employee-owner's next anniversary date that occurs in the current calendar year. During the first calendar year of employment, the amount of PTO will be prorated based on the employee's hire date and employee-owners may not use accumulated PTO until they have completed 30 days of service with the Company. So don't go planning a week-long fishing trip the moment you finish reading this sentence.

### NON-EXEMPT

The Company has different responsibilities when it comes to tracking the time of exempt and non-exempt employees. Because of that, our PTO policies are structured differently for each of these categories of employment. We are required to track all hours worked and taken as PTO for non-exempt employees.

PTO AWARDS (1 DAY = 8 HOURS)	
YEAR	NON-EXEMPT
0	PRO-RATED (SEE SCHEDULE)
1 - 4	10 DAYS
5 - 9	12 DAYS
10 +	15 DAYS

### EXEMPT

Our exempt employee-owners should use the NonExempt PTO schedule as a guideline. PTO will be aligned and compensatory to the employee's level of experience and/or skill sets in the industry with 1 to 4 weeks of PTO possible. The Company recognizes that exempt employees are expected to do whatever it takes to get their responsibilities covered for the salary they earn. In some years, these employees may use more time and in others less. Assuming that they complete the work timely and well, the Company is not clock watching when it comes to time away from the office. We are not required to track time for payroll or time off purposes for exempt employees, but we generally expect that exempt employees will follow the guidelines given and not abuse the privilege of the flexibility we are providing.

Remember: trust is earned, not given. Be honest about the hours you work, give it your all, and fully enjoy the time off you've earned as a result.

PTO AWARDS DURING FIRST YEAR OF EMPLOYMENT	
MONTH HIRED	NUMBER OF PTO DAYS
JANUARY 1 - 31	10
FEBRUARY 1 - 28	9
MARCH 1 - 31	8
APRIL 1 - 30	7
MAY 1 - 31	6
JUNE 1 - 30	5
JULY 1 - 31	4
AUGUST 1 - 31	3
SEPTEMBER 1 - 30	2
OCTOBER 1 - NOVEMBER 30	1
DECEMBER 1 - 31	0

### USE AND SCHEDULING OF PTO

Employee-owners will request time off using their employee-owner account. PTO must be used in 4-hour increments. If an employee uses all the PTO to which he or she is entitled, absences will be charged as time off without pay. When it's gone, it's gone. **If an employee is suspended from work without pay for any reason, they will be ineligible to use PTO during the duration of the unpaid suspension.**

Any time off is subject to supervisory approval and whenever possible, PTO must be scheduled with two weeks advance notice. If reasonable advance notice is not provided, PTO may not be approved. There may be occasions, such as sudden illness, when employee-owners will be unable to notify their supervisor in advance. In those situations, employees must inform their supervisor of their circumstance as soon as possible. Unscheduled absences will be monitored. An employee-owner will be counseled when the frequency of unscheduled absences adversely affects the operations of the company. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

If an employee-owner is suspended from work without pay, PTO may not be used during this time. PTO is paid at the employee's straight time rate and 1 day = 8 hours. PTO is not part of any overtime calculation.

We know you're reliable and not the type who needs to worry about that sort of thing, but we had to bring it up.

### INCLEMENT WEATHER AND PTO

In the case of inclement weather or unsafe travel conditions, employees are expected to use their own discretion when deciding if travel conditions are safe enough for them to attend work. If the employee-owner's home office decides to close due to inclement weather, non-exempt employees will be paid at their regular rate for that day. If the employee's home office is open and an employee-owner does not work, the use of PTO will be required (or time off without pay if no PTO is available).

### CARRYOVER OF UNUSED PTO

All employee-owners are encouraged to use their PTO throughout the year to rest and recharge. The maximum amount of unused PTO that may be carried forward after December 31st is 5 days. Any unused amount above and beyond 5 days will be forfeited if it is not used in the calendar year it was earned. **Employees are not entitled to pay in-lieu of taking time off. Don't let those hard-earned days off disappear.**

### PAYMENT OF PTO UPON SEPARATION FROM EMPLOYMENT

Employees **will not** be paid out for unused days of PTO upon separation from employment. **If employment terminates, for any reason, PTO may not be used during the final notice period or to extend the last day of employment.**