

## Paid Time Off

### PAID TIME OFF (PTO) BENEFITS (HOURLY EMPLOYEES)

Paid time off is available to full-time employees to provide opportunities for rest, relaxation, and personal pursuits. As well as, for an absence resulting from: (i) physical or mental illness, injury, or medical condition of the employee; (ii) obtaining diagnosis, care, or preventive care from a health care provider by the employee; (iii) caring for the employee's child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship who has any of the conditions or need for diagnosis, care, or preventive care described in (i) or (ii); or (iv) domestic violence, sexual assault, or stalking, if the time absent from work is for the purposes described in (i) or (ii) or to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take related legal action, or assist an individual related to the employee as described in (iii) in engaging in any of these activities.

Full time employees are entitled to 7 days of paid time off, (56 hours) each year. After five years, the employee will be entitled to 12 days of paid time off, (96 hours) each year. The length of eligible service is calculated based on a "benefit year". This is the 12-month period that begins on the employee's hire date. After the first year of employment the benefit year will coincide with the company's fiscal year which runs January through December.

New employees must work 30 hours before an hour (1) of PTO is given. At that point, paid time off may be taken during the remainder of the calendar year on a pro rata basis according to the employee's hire date. PTO is awarded as follows if hired before the 15<sup>th</sup> of the month:

January	7 days	(56 hours)
February	6.5 days	(52 hours)
March	6 days	(48 hours)
April	5.5 days	(44 hours)
May	5 days	(40 hours)
June	4.5 days	(36 hours)
July	4 days	(32 hours)
August	3.5 days	(28 hours)
September	3 days	(24 hours)
October	2 days	(16 hours)
November	1 day	(8 hours)
December	½ day	(4 hours)

### Requests to Use Leave and Certification or Documentation of the Need to Use Leave

Paid time off can be used in minimum increments of 1 hour. To take paid time off, employees must give written request made at least 7 calendar days in advance where the need for the leave is foreseeable, and in other cases as soon as practicable to their supervisor. Paid time off may not be approved for more than 40 consecutive hours at a time unless there is a medical necessity. If you are out for more than three days which was not previously approved, you will need to provide medical documentation. Requests will be reviewed and communication of any denial of a request for paid time off will be given in writing, with an explanation for the denial.

If an employee is scheduled to work and calls his/her supervisor to call off before the schedule start time as per policy, the employees PTO will be applied for the time missed. If an employee is out of PTO and calls into their supervisor before the start of work as policy and does not have preapproval or a justified medical reason for missing scheduled work. The employee may be written up and the write up may be placed in the personnel file. The second time the employee is out without preapproval or medical justification, the employee may be suspended for three days without pay and the suspension may be placed in the employees personnel file. The third time the employee calls into work but does not have preapproval or a medical justification, the employee may be terminated and ineligible for rehire for six months. The employee may be considered a voluntarily termination due to inability to come to work when work was available. Upon rehire, the employee may not be given PTO within the same fiscal year.

If the employee does not call in before the start of work as per policy, the employee will be considered a no call no show. The first instance of a no call/no show will result in a final warning. The second separate offense may result in termination of employment with no additional disciplinary steps. An instance of no call/no show lasting two days, (the employee does not report before the start of work on third day,) may be considered job abandonment and may be deemed an employee's voluntary termination of employment. PTO will not be paid in this situation.

The employee may request paid time off anytime during the year but has the option to take paid time off during the week after Christmas, as operations may cease during that week.

Paid time off is paid at the employee's base pay rate at the time PTO is taken.

As stated above, employees are encouraged to use available paid time off as needed and for rest, relaxation, and personal pursuits. In the event that available paid time off is not used by the end of the benefit year, employees may be able to roll over a maximum of 56 hours.

Unused PTO will not be paid to the employee at time of separation.