

The Company Paid Time-Off (PTO) Policy

The Company believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a Paid Time Off (PTO) program to all full-time (if applicable: and part-time) employees.

PTO provides employees the freedom to decide how to use their personal time off. The Company believes this program offers more generous time off with pay than traditional vacation, sick and personal time packages. Employees can use their PTO days in a number of different ways; for example:

- As vacation
- For personal business
- For periods of illness
- For doctor or dental appointments
- For personal emergencies
- For family emergencies
- In the event of severe weather or adverse driving conditions

PTO does not replace the Company holiday schedule. We will continue to provide compensated holidays each year.

Eligibility for PTO

All full-time (if applicable: and part-time) employees are eligible to earn PTO on a (pick one: weekly/monthly) basis. Full-time employees earn PTO by working at least [insert # of hours] hours per week (if applicable: while part-time employees earn PTO by working at least (insert # of hours) hours per week).

PTO Accrual

Employees accrue PTO hours after [insert # of months] months of employment. After that point, full-time employees will accrue PTO hours each pay period. Accrued PTO is available for immediate use. (if applicable: Part-time employees will accrue PTO hours at a rate of 50 percent of full-time employees.) Employee PTO is capped at [insert # of hours] hours.

General Practices

Employee PTO Accrual Table

| Date of Hire | Eligibility Date | Hours Accrued | Maximum Accrual Hours for [insert year] |
|--------------|------------------|---------------|---|
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Maximum PTO Accrual

As mentioned above, employee PTO is capped at [insert # of hours] hours. Therefore, the Company would like to remind employees to use their PTO time before reaching their maximum accrual, so additional PTO accrual time is not lost.

Use and Management of PTO

The Company encourages employees to use their PTO responsibly and, whenever possible, to schedule time for vacations or personal leave appointments in advance. Every time-off request will be evaluated and subject to approval depending on staffing needs at the time. The Company understands there may be occasions, such as sudden illness, when you may not be able to give sufficient advance notice. In those situations, however, be sure to inform your supervisor as soon as possible.

PTO also includes time off for unexpected emergencies or illness. Do not use PTO to cover time missed from work due to tardiness, except in the case of severe weather.

Types of Non-PTO Leave

Situations that require time off such as jury duty, bereavement and workers' compensation will not be charged against your accrued PTO. *Note: See separate policies on those topics to address these situations.*

PTO Tracking

The Company has an automated PTO tracking system to keep a record of your accrued PTO balance. The amount of PTO time accrued, used and available will be itemized on your paycheck stub each month for your records.

List of Paid Company Holidays

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day

General Practices

- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

NOTE: Employers should review applicable local and state laws regarding paid sick leave. If an employer wants their PTO policy to comply with a paid sick leave law, the policy must generally meet the minimum requirements for accrual and usage, as provided under the applicable paid sick leave law.