

**Paid Time Off (Policy Number: B-160)**

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**POLICY**

Paid time off (PTO) consolidates traditional vacation, sick and personal time into one bank of benefits hours.

**ACCRUAL**

PTO accrues over the 12 months of the calendar year on the first day of each month that an employee is employed with the Company. On January 1 of each calendar year, however, employees will receive the full amount they are permitted to accrue during that year as an advance. Upon hire, new employees will receive an advance of a pro-rated amount of PTO depending upon when in the calendar year the employee begins employment. New employees may not use PTO, however, until their 90th day of employment. PTO does not accrue while an employee is on an approved leave of absence and not actively working.

The specific amount of PTO full-time employees may accrue depends upon their years of service as set forth in the following schedule:

Amount of PTO	
Service Year	PTO Days
1*	20
2	20
3	20
4	20
5	21
6	21
7	22
8	22
9	23
10	24
11	25
12	26
13	26
14	27
15	27
16	28
17	28
18	29
19	29
20	29
21+	30

*\* Year 1 is first calendar year of hire*

For purposes of the above schedule, one day is 7.75 hours.

Part-time employees accrue PTO based on standard hours in effect on January 1st each year.

## **PURPOSE AND USE OF PTO**

### **A. Allowable Purposes for which PTO May be Used**

PTO under this policy may be used to cover absences from work for any of the following purposes:

1. Vacation Purposes – time off that is taken for vacation or personal reasons; or
2. Sick Time Purposes – time off that is taken for:
  - (a) the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or employee’s family member. This includes attendance at routine medical appointments, as well as travel to or from an appointment or pharmacy or other locations related to care;
  - (b) the purpose of addressing the psychological, physical or legal effects of domestic violence, sexual assault, or stalking of the employee or the employee’s dependent child; or
  - (c) other permissible purposes under applicable state or local law concerning paid sick time.

### **B. PTO Use**

Hourly employees may use PTO in no less than 30-minute increments. Salaried employees may use PTO in no less than half-day increments. Salaried employees will not be charged PTO for an unscheduled and unforeseen partial day off (such as illness and emergencies) and will be paid in full for the day.

PTO is not considered hours worked for any purpose and is paid according to the employee’s regular rate of pay.

#### **1. PTO Taken For Vacation Purposes**

In order to take PTO for Vacation Purposes, employees must request permission to do so from their supervisor or manager in advance of taking the time in accordance with the employee’s department-specific time-off request procedures. All such requests are subject to approval at the discretion of management. When evaluating requests for PTO for Vacation Purposes, supervisors and managers should consider staffing, operational needs of their department or organization, and whether the timing of PTO will interfere with the business needs of the Company. Requests to use PTO for Vacation Purposes may be denied based upon such factors or if the employee has not provided sufficient notice.

#### **2. PTO Taken for Sick Time Purposes**

In order to take PTO for Sick Time Purposes, employees must notify their supervisor in advance, except in the case of emergency or where the need is unforeseeable, in accordance with their department-specific procedures. For foreseeable or prescheduled uses of PTO for Sick Time Purposes, employees

must provide as much advance notice as possible. For unforeseeable absences, the timing of notice must be based upon what is reasonable under the circumstances.

For multi-day absences for Sick Time Purposes, the Company may require the employee to provide the Company with notification of the expected duration of the absence or, if unknown, then on a daily basis by either telephone or email at least one hour before the employee's scheduled start time, unless circumstances make such notice unreasonable.

The Company may also require, where permitted by applicable law, employees who have used PTO for Sick Time Purposes to submit a written verification that they have used PTO for one of the Sick Time Purposes enumerated in this policy. In doing so, the Company will not require the employee to disclose the nature of the illness or the details of the domestic violence, assault, or stalking, if applicable.

Where the employee's absence for Sick Time Purposes exceeds 24 consecutively scheduled work hours or three (3) consecutive days on which the employee was scheduled to work, if permitted by law, the Company may require the employee to submit documentation from a healthcare provider confirming the use of PTO was for an authorized Sick Time Purpose. Where PTO was taken for domestic violence purposes, the Company may require documentation, as permitted by law, confirming such purpose.

### **3. PTO and Expectations Regarding Attendance**

The Company expects every employee to be able to sustain regular and reliable attendance. Employees may not use PTO for Sick Time Purposes as an excuse to be late to work. If an employee is on PTO for Sick Time Purposes, but engages in activities that are inconsistent with such purposes, the employee may be subject to corrective action. If an employee has no available PTO, does not report to work at their scheduled time, and is not otherwise on an approved leave of absence under other Company policies, the employee may be subject to corrective action.

### **4. Inclement Weather**

Employees who choose to leave work early or to not report to work because of inclement weather must use PTO, if available, for those absences. Employees may not be required to use PTO when technology prohibits their ability to work and there are no alternative solutions.

### **5. Carry Over**

Employees are eligible to carry over a maximum of five PTO days at the end of each year. Unused PTO in excess of the five days will be forfeited at the end of each year. Where local and state regulations otherwise prohibit forfeiture of PTO, employees will be paid for any remaining PTO in excess of five days at the end of each year. This pay-out is subject to all applicable taxes.

Notwithstanding the foregoing, at the conclusion of 2020 only, employees shall be permitted to carry over a maximum of ten PTO days.

## **SEPARATION FROM EMPLOYMENT**

As PTO is awarded as an advance at the beginning of each calendar year, at the time an employee separates, accrued unused PTO will be paid out on a pro-rated basis according to the separation date. If

an employee terminates his or her employment with a negative PTO balance, the value of the negative PTO balance will be deducted from the employee's last two paychecks, if permitted to do so under applicable local, state, and federal law.

This policy will be applied in a manner that is consistent with applicable federal, state, and local law. The Company reserves the right in its sole discretion to modify or alter this policy to the extent permitted by law.

For further assistance, please contact Human Resources.