

Unlimited Paid Time Off (PTO)

Unlimited Paid Time Off Policy (Salary Exempt and Salary Non-Exempt Employees Only)

MAPP hires exceptional professionals to perform a wide variety of important functions that contribute to the success of our company. MAPP desires to provide its employees with freedom they need to balance the responsibilities of both their work and home lives, thereby maximizing their value to MAPP.

Unlimited Paid Time Off

MAPP believes that employees will generally exercise discretion and good business judgment when requesting time away from work. Therefore, MAPP will generally not impose a limit on the amount of paid time off that an employee may request and take (if approved). MAPP reserves the right to deny requests for time off that are excessive or that interfere with business needs. MAPP provides paid time off as a gratuity, so employees do not accrue time off. Therefore, no time off will be paid out to an employee upon termination for any reason.

Eligibility

Full-time salary-exempt and full-time salary non-exempt employees with 90 days of continuous service are eligible under this policy. Full-time employment is defined as someone that works an average of 30+ hours per week.

Exceptions

Under this policy, eligible employees are expected to:

- **Communicate with team members in advance when scheduling an absence.**
- **Understand that, due to staffing needs, not all leave requests can be honored. Advance requests are still subject to supervisor approval.**
- **Meet all established goals despite any absence.**
- **Avoid clients, trade partners, vendors, or other employees of MAPP experiencing a reduced level of service or communication.**

MAPP reserves the right to modify, amend, or rescind this policy at any time. Similarly, MAPP reserves the right to deny paid time off to any employee. Abuse of this policy may result in discipline, up to and including denial of future paid time off and/or termination of employment.

Verification

Human Resources may request verification of absences (i.e., funeral information or doctor's note) when applicable and in accordance with applicable law.

Leave of Absence

Extended leave of absence, including leaves of absence for personal, medical, military reasons do not fall under this policy and are handled separately. Employees should contact Human Resources to request such leaves.