

PURPOSE

This policy establishes guidelines for Paid Time Off (PTO), Unpaid PTO, gratuitous sick pay, and paid holidays for full-time hourly employees. The intent is to provide employees with reasonable time off while ensuring consistent business operations.

ELIGIBILITY

This policy applies to **full-time hourly employees**, defined as employees regularly scheduled to work **a minimum of 30 hours per week**.

All eligible leave benefits become available **after six (6) months of continuous employment**.

Employees hired mid-year will receive prorated benefits based on their eligibility date.

PAID TIME OFF (PTO) ANNUAL ALLOTMENT

Eligible employees receive **five (5) PTO days (40 hours)** per calendar year.

Accrual and Reset

- PTO becomes available upon reaching the six-month employment anniversary.
- PTO is prorated during the first year of eligibility.
- **All PTO resets to zero on January 1 each year.**
- **Unused PTO does not carry over** from year to year.

Usage Guidelines

- PTO may be used for vacation, personal time, or planned absences.
- PTO must be taken in **full-day (8-hour) increments**; partial-day use is not permitted.
- PTO requests must be submitted through the **MyHR system at least two (2) weeks in advance**.
- All PTO requests are subject to supervisory approval based on business needs, staffing, and workload considerations.
- The Company will make reasonable efforts to accommodate requested dates; however, alternative dates may be required.

Negative PTO Balance

In limited circumstances, management may approve a **negative PTO balance**. Any negative balance remaining at the time of termination or resignation will be **deducted from the employee's final paycheck**, to the extent permitted by law.

UNPAID TIME OFF

Unpaid PTO may be requested when paid PTO is unavailable or exhausted, or in the event that you do not wish to utilize available paid PTO.

- Requests must be submitted through the **MyHR system at least two (2) weeks in advance**.
- Approval is based on business needs, staffing requirements, and operational considerations.
- Unpaid PTO provides job-protected time off only when approved and does not result in compensation.

GRATUITOUS SICK PAY

Eligibility and Allotment

- Eligible employees may receive up to **five (5) gratuitous sick days (40 hours)** per calendar year.
- Sick pay becomes available after six (6) months of continuous employment.
- Sick pay is provided at the **discretion of management** and is not accrued or carried over.

Appropriate Uses

Gratuitous sick pay may be used for:

- The employee's own illness or injury
- Medical or doctor's appointments
- Illness or medical needs of an immediate family member (child, spouse, or parent)

Approval and Documentation

- Employees must notify their supervisor **as soon as possible** when an absence is due to illness or emergency.
- Documentation, such as a doctor's note, may be required for absences exceeding two (2) consecutive days or at management's discretion. In certain circumstances, a Dr's notice may be required for a return to active status.
- Sick pay must be taken in **full-day (8-hour) increments**.

- Sick leave requests must be submitted through the **MyHR system as soon as possible**.
- Sick leave must be taken in **full-day (8-hour) increments**; partial-day use is not permitted.

HOLIDAY PAY

Eligibility

Eligible full-time hourly employees receive **eight (8) paid holidays per calendar year** after completing six (6) months of continuous employment.

Recognized Holidays

Paid holidays include:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day (July 4)
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Day

Holiday Pay Guidelines

- Employees must be active and eligible on the holiday to receive holiday pay.
- Employees will receive straight time for holiday pay, not subject to overtime eligibility.
- Employees required to work on a holiday will receive holiday pay.

ATTENDANCE EXPECTATIONS AND COMPLIANCE

- The standard work schedule is **Monday through Friday**, with possible weekend assignments based on business needs.
- Any absence that is **unapproved or unscheduled**, except in emergency situations, may be treated as an attendance violation and may result in disciplinary action, up to and including termination.

EXTENDED TIME OFF OR LEAVE OF ABSENCE

Extended time off or leave of absence, including leaves of absence for personal, medical, and military reasons do not fall under the PTO classification and are handled separately. Employees should contact Human Resources to request such leaves.

POLICY ADMINISTRATON

The Company reserves the right to interpret, modify, or discontinue this policy at any time, consistent with applicable federal and state laws. This policy does not create a contract of employment.