

## PTO Policy

### SCOPE AND PURPOSE

The company recognize that employees have diverse needs for time off from work and, as such, have established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick, floating holidays, and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, disability, appointments, emergencies, or other situations that require time off from work.

This policy does not constitute a contract of employment, and all candidates or employees remain at-will. Furthermore, this policy does not serve as an agreement between parties.

### POLICY DETAILS, ELIGIBILITY, AND PROCEDURES

The company offer PTO benefits to regular full-time employees after 90 days of employment. Eligibility is based on an employee's anniversary date, date of hire or rehire to a full-time position. Every employee's service anniversary year will be treated as their eligibility year for the increase in PTO hours except during an employee's first year of employment.

All regular full-time employees are eligible for PTO based on years of company service in accordance with the following schedules:

Accrual Rate		
Length of Service	Total PTO Hours/Year	Accrual/Pay Period
0-4 Years	128 Hours	4.9
5-9 Years	168 Hours	6.5
10< Years	208 Hours	8

Newly hired full-time employees are subject to a 90-day probationary period during which PTO benefits are not available. Any time off requested during this initial period will be considered unpaid leave.

Upon completion of the 90-day probationary period, employees will begin accruing PTO and will be eligible to submit PTO requests. The amount of PTO awarded during the first year of employment will be prorated according to the number of months remaining in the calendar year following the probationary period.

Employees hired within the final 90 days of the calendar year will not receive PTO for that year. Instead, after completing their probationary period, they will be granted a prorated PTO amount for the remaining pay periods of the following calendar year.

PTO may be used in half-day (4-hour) increments if the employee works the other half of the day. PTO hours do not count as hours worked for the purpose of computing overtime.

PTO wages for commission employees will reflect the amount earned on the employee's specific route during their absence. For non-commission employees, PTO wages will be calculated using the employee's hourly wage rate or salary and the number of PTO hours.

Employees are encouraged to use their PTO hours within the same calendar year as they are earned. However, employees may only elect to use 80 hours at a time. They may elect to “carry over” up to 80 PTO hours into their primary PTO bucket for the following year. An employee’s carryover may not exceed 80 hours and an employee may not borrow next year’s PTO time. After all available PTO time has been taken, any additional time taken will be considered unpaid.

Additionally, employees may elect to “buy back” up to 40 hours of earned, but unused, PTO in 8-hour increments. Vacation Buyback (VBB) wages for commission employees will reflect the amount earned on the employee’s specific route during the pay period for which it was requested and the number of hours requested. For non-commission employees, Vacation Buyback wages will be calculated using the employee’s hourly wage rate or salary and the number of Vacation Buyback hours requested.

A request for PTO must be submitted through the employee self-service section of the payroll system (Paycom) for manager approval as far in advance as possible (see your manager for department-specific guidance). We ask that you provide at least two weeks’ advance notice. While your manager will try to accommodate requests for PTO, the requests are not guaranteed and there may be times when a PTO request cannot be approved.

To ensure adequate staffing during critical business periods, certain blackout dates are designated throughout the year during which Paid Time Off (PTO) requests will not be granted. These blackout dates are strategically determined based on peak business demands and essential operational needs. All employees are required to work on these blackout days to ensure seamless workflow and maintain our commitment to exceptional service and productivity. Employees are encouraged to plan their time off around these dates, which will be communicated in advance to allow for proper planning.

Unexpected absences, such as for illness or emergencies, must be submitted through the Paycom payroll system as soon as possible after they occur. The company may, in its sole discretion, request documentation for absences due to illness or emergency. If an employee needs to take a leave of absence, they are required to exhaust all PTO prior to the leave.

It is the employee’s responsibility to accurately request and/or report PTO used. Employees who fail to accurately report PTO may be subject to disciplinary action, up to and including termination of employment. PTO must be requested and/or reported through the payroll system (Paycom) and notifying your supervisor by any other method does not replace this responsibility.

## **REIMBURSEMENT**

Employees who provide at least a full two weeks’ notice upon resignation will be paid for earned and unused PTO. Employees who are discharged, fail to provide notice, or do not complete the notice period forfeit any earned and unused PTO.

Employees who leave the company with a negative PTO balance (PTO used but not yet earned) will have the value of unearned days deducted from their final paycheck. Unearned or owed PTO will be calculated at the same rate as outlined above. For commission-based employees, PTO wages will reflect the amount earned on the employee’s specific route. For non-commission employees, PTO

wages will be calculated using the employee's hourly wage rate or salary and the number of unearned PTO hours used.

#### **POLICY AMENDMENT AND ADMINISTRATION**

The Company, or its delegate, administers this Policy and has the sole discretionary authority to make eligibility determinations and interpret the terms of the Policy.

The company expressly reserves the right to amend, suspend, discontinue, or terminate the Policy at any time. Nothing in this description of the Policy says or implies that participation in the Policy is a guarantee of continued employment with the Company nor is anything in this description of the Policy intended to guarantee that benefit levels will remain unchanged in future years.

The company has the decision to amend, suspend, discontinue, or terminate the Policy may be due to changes in applicable law, Company policy, or any other reason.

#### **APPROVAL**

This policy will be reviewed and approved by the following: