



Time Off Accrual

You begin to accrue Paid Time Off (PTO) on your date of hire. Your PTO accrual rate is based upon your length of service with the Company.

| Years of Service | Accrual per Year | Maximum Accrual |
|------------------|------------------|-----------------|
| 0 – 23 Months | 15 Days | 200 Hours |
| 24 – 59 Months | 20 Days | 240 Hours |
| 60+ Months | 25 Days | 300 Hours |

If you work twenty (20) hours or more per week you are entitled to PTO at the rates set forth above but accrued on a prorated basis. Employees working less than twenty (20) hours per week, and non-employees such as contractors and temporary workers, are not entitled to PTO.

PTO continues to accrue according to the above schedule until the maximum accrual has been reached. At that time, no further PTO will accrue until you have used some portion of your accrued paid time. You should submit PTO requests to your manager as far in advance as possible. Should circumstances compel a change in plans, you must notify your manager.

Although the Company will make reasonable efforts to accommodate your requests in the scheduling of PTO, all PTO will be scheduled subject to Company needs. Non-exempt employees need to report their time off in increments of no less than one (1) hour. Exempt employees need to report their time off in increments of no less than eight (8) hours.

Paid Time-Off requests must be submitted through Workday. Go to the All About Me homepage and click on Time> Request Time Off.

PTO does not accrue while you are on a leave of absence or receiving any disability compensation, such as State Disability Insurance or Workers' Compensation Insurance.

The Company does not have a separate "comp time" policy and managers cannot give you extra PTO time.

If your employment is terminated, you will be paid for all accrued, unused PTO.