



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.

Special Rules for Certain Leaves

PTO does not supersede the Company’s leave policies for illnesses, disabilities, parenting, military, jury duty, personal, sabbatical and other leaves as set forth in the Company’s U.S. Addendum to the Employee Handbook or on the Company’s Intranet, some of which are mandated by law (“Special Leaves”). The Company expects employees who qualify for Special Leaves to utilize them, and employees are not permitted to use PTO if they are eligible for and are granted leave under the Company’s Special Leave policies, except as expressly provided below. If an employee takes time off under our PTO instead of taking a leave for which he or she is eligible under the Company’s Special Leave policies, he or she will not be afforded any special rights or privileges associated with that leave and may be subject to discipline.

A PTO Participant who is out for more than 5 days for any reason other than vacation (e.g., illness, caring for an ill family member, parental leave, disability, jury duty, etc.) must contact Matrix Absence Management at (855) 354-6937 to determine whether the employee qualifies for a Special Leave. Failure to do so may lead to discipline. If a PTO participant qualifies for and is granted a Special Leave under the Company’s policies, the employee may not take PTO during



any period of time during which the employee is receiving compensation from the Company, the State, or the Federal Government as a result of that leave (e.g., short or long-term disability insurance payments).

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.