



PAID TIME OFF POLICY

It is the intention that this outline will provide personnel with all information necessary to answer most questions which arise concerning BenefitHelp's paid time off scheduling and allowances.

THE RIGHT TO PAID TIME OFF:

Each full-time employee working an average of 39+ hours per week will accrue 5 hours of PTO each pay period worked. The accrual of this time will begin upon completion of the 90-day probationary period. PTO is used for vacation, personal, and sick time. PTO must be used in hourly increments and a leave request must be approved by your immediate supervisor. Employees with 3 to 5 years of service will accrue 6.67 hours per pay period and employees with 5 or more years of service will accrue 7.32 hours per pay period. PTO accrual will calculate based upon your date of hire.

Your PTO balance will reset every October 1. You may carryover up to 40 hours of PTO per year into the next plan year, not to exceed the following maximum balance of hours per years of service...

90 days to 3 years	160 hours
3-5 years	200 hours
5+ years	215 hours

PAID TIME OFF PAY WHEN AN EMPLOYEE IS DISCHARGED OR RESIGNS:

Employees will not receive any PTO pay.

PAID TIME OFF UPON RETIREMENT:

Pay in lieu of PTO time will be allowed in those instances where a retiring employee has not chosen to take or had the opportunity to take all earned PTO prior to the date of his/her retirement.

PAID TIME OFF ALLOWANCES UPON DEATH:

In the event of death, the next of kin will be paid an amount equivalent to pay in lieu of PTO time, not taken by the date of death.

THE PERIOD DURING WHICH PAID TIME OFF MAY BE TAKEN:

BenefitHelp encourages you to take PTO between January 1 and September 30 of each calendar year. PTO may be taken during 4th Quarter of the calendar on a pre-approved or emergency exception basis only.

PAID TIME OFF SCHEDULING:

BenefitHelp will respect the wishes of the employee as to the time of taking PTO as near as the needs of the company will permit.

All PTO requests are to be directed to your immediate supervisor.

“Key” employees may not take PTO at the same time. When “key” employees request overlapping PTO schedules, the individual with the greater seniority will be provided first choice for the schedule. If the employees have the same seniority, then through a drawing, the employee who will have the first choice of the PTO will be determined.

HOLIDAY PAY:

The following paid holidays are observed for full time employees (working an average of 39+ hours per week):

- New Years Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day (and day after)
- Christmas Eve
- Christmas Day

If a holiday falls on a Sunday, then the following Monday is observed. If a holiday falls on a Saturday, the preceding Friday is observed.

OTHER USES OF PAID TIME OFF:

PTO may be used for leaves of absence, including family and medical leave.

PTO may be used for military duty, and other absences required by law.

Jury Duty – If you are required by the court systems to sit on a jury, your regular time will be paid. Please submit any compensation from the court systems to payroll to offset your regular time.

Funeral Leave- BenefitHelp will pay up to 2 days absence to attend a funeral of a parent (including in-laws), spouse, or child.

SICK LEAVE POLICY:

An employee who is absent from work for more than 2 consecutive business days will be required to provide a doctor's note to their direct supervisor upon returning to work.