

Salaried Employees – An exempt or non-exempt employee who is compensated on bi-weekly salary paid basis.

Hourly Employees – A non-exempt employee paid for hours worked, typically on a weekly basis.

“Protected Paid Sick Leave” (PSL) is governed by federal, state and local laws and includes time off for an employee or eligible family member’s medical condition, including preventative care and care of an existing condition, or for a specified purpose if the employee is a victim of domestic violence, sexual assault or stalking.

#### IV. CONTENT

PTO is intended to be used for a variety of traditional types of time away from work. These include vacation, Protected Paid Sick Leave, personal business, doctor appointments, emergencies, personal holidays, personal voluntary community service, religious observances, family time, the waiting period before short-term disability, or for any other personal reason. PTO is not to be used for a company designated holiday, parental, jury duty, bereavement, or any other paid leave of absence. PTO is not to be used for hours in excess of the employee’s regular established daily or weekly work hours or on a weekend in lieu of scheduled overtime.

##### *Work Schedule and Paid Time Off (PTO) Eligibility*

Regular full and part-time employees earn PTO at rates based on their regularly scheduled work hours. Accrual rates are defined as follows.

36 hours or more per week accrue at 100% full-time rate

30-35 hours per week accrue at 75% full-time rate

20 – 29 hours per week accrue at 50% full-time rate

Less than 20 hours – no PTO time accrued (see HR-68 PSL Policy)

Employees who change their established work hours will retain the time off already earned and begin accruing at the new rate based upon their new work hours or in accordance with the Company’s PSL Policy HR-68.

| Years of Service | Annual Accrual    | Monthly Accrual (hours) | Maximum Cap Balance |
|------------------|-------------------|-------------------------|---------------------|
| 0 to <5 years    | 18 days (144 hrs) | 12.00                   | 25 days (200 hrs)   |
| 5 to <10 years   | 20 days (160 hrs) | 13.33                   | 27 days (216 hrs)   |
| 10 to <20 years  | 25 days (200 hrs) | 16.66                   | 32 days (256 hrs)   |
| 20+              | 30 days (240 hrs) | 20.00                   | 37 days (296 hrs)   |