Paid Time Off Policy

Paid Time Off (PTO)

PTO provides a benefit to all regular full-time employees consisting of paid time off while away from work based on your credited service and work schedule. There is no distinction among absences due to sick time, personal business, or vacation. If you have a positive balance of PTO, the PTO will be paid to cover the time absent from your regular work schedule.

Method of Calculation:

PTO is based on a calendar year from January 1st thru December 31st. PTO is credited and accrues at the end of each completed calendar month of service. To be credited for a month of service, you must have earnings (earned income or applied PTO) in the first and last pay periods of the month (credit will also be granted as necessary to comply with applicable law). PTO will begin to accrue from your first day of full-time employment, however, may not be taken until you have completed 90 days of continuous full-time employment. Your payroll distribution statement will reflect your accrued and available PTO hours earned through the completion of the current pay period.

The rate of accrual for regular full-time employees is as follows:

Year 0 to 4	120 hours - 15 days per year (4.62 hours per pay period)
Year 5 to 9	160 hours or 20 days per year (6.15 hours per pay period)

Using PTO:

Planned absences must be scheduled a minimum of two (2) weeks in advance in accordance with the procedures established for your department, and approval of such requests is subject to the needs of the Company. All requests for PTO must be submitted in writing by completing a Leave Request form. The form should be submitted to your immediate Department Head for signature and approval. The completed form should be submitted to the H.R. Dept. No time-off should be considered approved until you have received an authorized and signed Leave Request form from your Department Manager and it's been submitted to the H.R. Dept.

While the policy addresses accrual rates in terms of days, actual PTO usage is expressed in hours. PTO may only be taken in either ½ day or full day increments. If you are out of the office for an unscheduled and/or unapproved day(s), any accrued PTO time will be used. If you are absent and have no PTO accrued, the absence will be unpaid. Absences, paid or unpaid, are unexcused unless pre-approval for the absence has been granted. You cannot borrow against future PTO.

If you are pre-approved for PTO time off for a future date and you are out of the office for an unscheduled and/or unapproved day(s), any accrued PTO time will be used and it will be at the discretion of your Department Manager as to whether or not your future pre-approved time-off may be taken. If you are pre-approved and scheduled for PTO time and you no longer have any accrued PTO time left due to unscheduled and/or unexcused absences, it will be at the discretion of your Department Manager as to whether or not the pre-approved time may be taken, and without pay.

PTO Use:

A maximum of five (5) accrued PTO days may be carried over from the previous calendar year to the New Year. Any remaining accrued PTO days above the five (5) days will be forfeited. Any days carried over will be used prior to using any new accrued days in the current year.

We do not pay out accrued PTO on separation of employment. Depending upon the circumstances surrounding an employee’s separation from employment, the Company reserves the right to pay out accrued but unused PTO in accordance with applicable law.