

B 110 – PTO Memo to All Employees

Memo:

To: All Bryant Group, Inc. Employees

Ref: Paid Time Off (PTO)/Sick and Safe Leave Policy (Rev. January 2019)

The Bryant Group has made a change in your PTO calculation. This change will allow you with greater flexibility in choosing how to best use your PTO time. In the past the company provided six (6) paid holidays. You can choose how to use and be paid your earned and approved Sick and Safe Leave PTO. Effective immediately the current six (6) paid holiday time will be incorporated with and added to your current PTO accrual rate. **Also with this change your earned PTO will accrue weekly and you will see it on your pay stub.**

Example: Field or Warehouse employee

- If you have worked for BGI for 1 – 6 years you will accrue PTO for Sick & Safe Leave, in accordance with the following:
- Current PTO accrual rate you earn .01925 hours of PTO for each hour worked or .77 hours if you work 40 hours in a week, up to a maximum of 40 hours in a year.
- New PTO accrual rate you earn .04233 hours of PTO for each hour worked or 1.69 hours if you work 40 hours in a week, up to a maximum of 88 hours in a year.

Another change to the plan now allows you to carry up to 56 hours (7 days) of PTO into the next year. If in December each year it is determined that your PTO balance will exceed the allowed carryover of 56 hours and you don't plan to take any additional PTO before the end of year, you will be paid for any amount in excess of the allowed carryover of 56 hours, you will receive a payment by December 31.

We encourage all employees to use the earned PTO during the year; but want to remind you that if you do not carryover a minimum of 8 hours into the next year you will not be able to request PTO pay for New Year's Day (January 1st).

This new program provides you with the ability to schedule and use your Paid Time Off (PTO) time in a manner which best works for you.