

## B 120 - PTO "PERSONAL TIME OFF" /SICK AND SAFE LEAVE POLICY FIELD EMPLOYEES & WAREHOUSE

### PTO is accrued per the following:

1st Year - 6 Year	0.04233	hours for each hour worked or approved PTO hours	Maximum	88 Hours
6th Year - 14th Year	0.06158	hours for each hour worked or approved PTO hours	Maximum	128 Hours
15 + Years	0.08083	hours for each hour worked or approved PTO hours	Maximum	168 Hours

### Accrued Leave may be used for any of the following:

- \* To take a vacation. *Requires a minimum of two (2) weeks prior notice.*
- \* To receive pay on any holiday (s) of your choice.
- \* To care for the employee's mental or physical condition.
- \* To care for a family member's mental or physical condition.
- \* To care for a family member who presents a risk to the community because of exposure to a communicable disease.
- \* To allow you or a family member to obtain preventative medical care.
- \* If the place of business is closed due to a public health emergency.
- \* If the school or childcare center of a family member is closed due to a public health emergency.
- \* To seek any medical attention, legal services or any services provided by victim's organizations or to temporarily relocate due to domestic violence, sexual assault or stalking.

### A family member is defined as:

- \* A biological, adopted, foster, stepchild or a grandchild of yours.
- \* A child that you have legal or physical custody of or for whom you are the primary caregiver.
- \* A biological, adoptive, foster or step parent of you or your spouse.
- \* A legal guardian of you or served as your primary caregiver of you as minor.
- \* A spouse
- \* A grandparent of the spouse of your grandparent.
- \* A biological, adopted or foster sibling or spouse of a sibling of yours.

### How PTO is recorded, paid, earned, carry over & paid on termination

- \* Will record your accrued leave balance on your pay stub weekly.
- \* PTO will be paid at your base hourly rate.
- \* PTO time is earned on hours worked. The herein stated rates are based on an average of 40 hours work or approved PTO. *PTO is earned on approved overtime hours up to the maximum.*
- \* You can carry over a maximum of 56 hours into the Year January 1st to December 31st.
- \* Should your employment with the company terminate for any reason unused PTO is forfeited.
- \* You will not be permitted to go into a negative balance.

### Company will be closed on the following holidays;

- \* New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving & Christmas Day.

