

**B 140 - PTO "PERSONAL TIME OFF" /SICK AND SAFE LEAVE POLICY  
OFFICE, PRODUCTION MANAGERS & SUPERINTDENTS**

**PTO is accrued per the following:**

<b>1st - 10 Year</b>	<b>0.06158</b>	hours for each hour worked or approved PTO hours	<b>Maximum</b>	<b>128</b>
<b>11th - 14th</b>			<b>Hours</b>	<b>144</b>
<b>Year</b>	<b>0.06928</b>	hours for each hour worked or approved PTO hours	<b>Maximum</b>	<b>Hours</b>
				<b>168</b>
<b>15 + Years</b>	<b>0.08083</b>	hours for each hour worked or approved PTO hours	<b>Maximum</b>	<b>Hours</b>

**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 of 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.

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