

B 150 - PTO "PERSONAL TIME OFF" /SICK AND SAFE LEAVE POLICY Grandfathered Employees

PTO is accrued per the following:

15 +

Years 0.10000 hours for each hour worked or approved PTO hours

Maximum 208 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.
- * 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.