



## **NIAS Paid Time Off Policy\_v3**

**18 April 2018**

### **Paid Time Off (PTO)**

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

The Company has incorporated a Calendar-Based PTO policy. Effective January 1, 2018, all active, full-time employees will receive the following PTO upon hire:

Employees who are hired between January 1<sup>st</sup> and March 31<sup>st</sup> each calendar year will receive 20 days or 160 hours of PTO for the calendar year.

Employees who are hired between April 1<sup>st</sup> and June 30<sup>th</sup> each calendar year will receive 15 days or 120 hours of PTO for the rest of that calendar year.

Employees who are hired between July 1<sup>st</sup> and September 30<sup>th</sup> each calendar year will receive 10 days or 80 hours of PTO for the rest of that calendar year.

Employees who are hired between October 1<sup>st</sup> and December 31<sup>st</sup> each calendar year will receive 5 days or 40 hours of PTO for the rest of that calendar year.

In addition, any employees who terminate employment for any reason before completion of their introductory period will not be eligible to receive any PTO upon separation.

Employees who are not classified by the Company as a regular full-time employee are not eligible to receive any PTO benefits.

### ***Scheduling:***

PTO may be scheduled at any time after PTO pay is earned, subject to Management approval and the Company's need for an employee's services. To allow a well-coordinated schedule, employees are requested to submit their proposed PTO plans at least two (2) weeks before they would like to take their PTO. PTO shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. All PTO schedules and requests must be approved by management in advance.

PTO can only be taken in four (4) hour or eight (8) hour increments. Due to the needs of the Company, employees will not be permitted to request more than two (2) weeks or eighty (80) hours of PTO at one time. All time off requests will be deducted from PTO balances.

- PTO balances will not be subject to any advances.
- If an employee does not have PTO available, their time off will be unpaid.

Exempt employees, who have exhausted their PTO, are only permitted to take time off in eight (8) hour increments. Pay will be reduced for any full days away from work.

PTO is paid at an employee's base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.



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Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

- Employees who are out for five or more days will be required to submit a physician's release to return to work. Employees will not be allowed to return to work without this release.

### ***Separation:***

Eligible employees will be paid out a maximum of two (2) weeks or eighty (80) hours of accrued but unused PTO upon resignation, separation or retirement from the Company. Any accrued but unused PTO that exceeds the two (2) weeks or eighty (80) hours will be forfeited. Therefore, the Company encourages employees to use their PTO throughout the calendar year to rest, relax, and make those health and welfare appointments as needed.

If an employee is terminated for cause, all unused PTO hours will be forfeited upon separation from the company.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which the Company operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

### **Acknowledgment**

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Employee Name

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Employee Signature

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Date Signed