



## Personal Time Off (PTO) Policy

Personal time off (PTO) shall include unscheduled time off, such as sick leave and personal business, as well as scheduled time off (vacation).

PTO with pay is available to employees to provide opportunities for rest, relaxation, and personal pursuits. Employees may exercise vacation benefits at anytime based on the discretion of HRST.

PTO hours will be accumulated each pay period according to the hours worked. The formula is:  $\text{hrs worked} / 80 \times 5.5$ . For full time employees, you will accumulate a total of 144 hours for a full calendar year worked. A partial year worked or part-time workers will be pro-rated.

Employees may find they need time away from work prior to accruing the hour's necessary, in such cases, an employee may build up a negative balance of up to 40 hours with prior team leader approval. It is to be understood, employee will work the negative PTO off over time through accrual. If further time away is required, HRST may grant an unpaid leave of absence. See our policy on "Leave of Absence". If approved negative balance is not accrued by the end of a calendar year, the negative balance will be recouped from year-end bonus payout if one is awarded. If no year-end bonus is awarded, the negative balance will be carried over to next year and offset by any accrual of the new year's PTO. If employee is terminated/resigned, he/she will be asked to repay Company any negative balance.

"Horse-trading" your PTO with hours worked, may only be done on the day before, day of, or the day after and must be agreed upon by your team leader. For example, if you want to work only 7 hours one day, you will have to work 9 hours during the above said time. If not, it will result in an hour loss of PTO.

PTO record log is available upon request.

By signing below, I hereby confirm that I have read and understand this policy.

---

Employee Signature

---

Date