

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

The Company hires exceptional and professional employees to perform a wide variety of important functions that contribute to its success. It is the Company's intent to provide its employees with the freedom they require to balance the responsibilities of their work and home lives, thereby maximizing their experience at the Company. Employees need time to rest and enjoy themselves outside of work. Putting a cap on this important time does not fully support our goal of achieving high levels of employee satisfaction and productivity.

It is the Company's policy to forego a time off accrual or bank system of any sort. Eligible employees receive unlimited PTO. Time off will be tracked for business purposes at the Company's discretion.

Employees may use PTO for any reason, including but not limited to vacations, sick days, voting, and bereavement leave. PTO may also be used to care for an immediate family member. For state-specific laws related to leave, please see the attached state specific addenda.

**Eligibility.** All full-time employees with ninety (90) days of continuous service are considered eligible under this policy.

**Expectations.** Under this policy, full-time employees are expected to:

- Recognize the Company values all employees' contributions. As such, all employees must be committed to communicating with fellow team members in advance when scheduling an absence.
- Recognize that all time off must be requested within our HRIS system (Paycor) and approved by your supervisor in advance whenever possible. A minimum of 2 weeks' advance notice is required for scheduled or planned time off.
- Understand that due to staffing needs, sometimes not all time-off requests can be honored. Requests submitted in advance are still subject to the appropriate supervisory approval, except as otherwise required by law.
- Understand employees are expected to work hours commensurate with their job position and responsibilities, generally a minimum of forty (40) hours per week.
- Meet all established goals and job responsibilities/duties despite the absences.
- Take at least ten (10) days off each year. This helps avoid exhaustion and gives the employee time to rest from their work duties.

Except for those on protected time off (such as state or federal family and medical time off), if an eligible employee is unable to meet the expectations outlined above, the Company reserves the right to temporarily revoke unlimited time off. Further, if there is abuse of this policy, the Company reserves the right to take disciplinary action, up to and including termination of employment.

**Verification.** Managers reserve the right to request verification of absences (such as a doctor's note) when legal and appropriate to do so.

**Exclusions.** Unlimited PTO is intended for short-term, discretionary leave. It does not replace or apply to the following types of protected leave, which are managed separately and tracked in accordance with federal or state law:

- FMLA Leave (Family and Medical Leave Act).
- State-Mandated Paid Sick Leave (please refer to the state-specific addenda for where you work regarding these Paid Leave Laws).
- Public Health Emergency (PHE) Leave, to the extent required by specific states.
- Pregnancy or Disability-Related Leave.
- Military Leave.
- Workers' Compensation or ADA Accommodation Leave.