##### PAID TIME OFF POLICY (PTO)

xxx provides paid time off (PTO) for all regular full-time and part-time employees to allow for vacations, personal appointments, or illnesses. It includes what other companies may call vacation time, personal time, or sick time. It provides flexibility to use time off to meet personal needs while recognizing the individual’s responsibility to manage paid time off.

Guidelines

1. Accrual Rate:

The accrual rate for full-time is as follows:

|  |  |  |
| --- | --- | --- |
| **Years of Service** | **PTO Hours Accrued per pay Period**  **(based on 40-hour work week)** | **PTO Hours Per Year (PTO hrs Accrued PP x 26)** |
| 0-5 | 4.77 | 124.02 |
| 6-10 | 6.36 | 165.36 |
| 11-15 | 6.84 | 177.84 |
| 16 -20 | 7.28 | 189.28 |
| 21 -25 | 7.81 | 203.06 |
| 26-30 | 8.69 | 225.94 |
| 31+ | 9.83 | 255.58 |

The accrual rate for Part-time is as follows:

|  |  |
| --- | --- |
| **PTO Hours Accrued per pay Period**  **(based on 29-hour work week)** | **PTO Hours Per Year (PTO hrs Accrued PP x 26)** |
| 1.1153 hours | 28.99884 hours |

1. Temporary, seasonal, or on-call (per diem) employees, as defined by Nevada law, are not eligible for PTO.
2. Full-time Employees with sixteen (16) hours or less of unscheduled absences in a calendar year will receive an “Attendance PTO” (8 hour) day.

To qualify an employee:

* 1. Must be employed for one year.
  2. Must be employed as of January 1st
  3. Remain continuously employed for the entire calendar year
  4. Have no disciplinary write ups.

The “Attendance PTO” day is not eligible to be carried over from one year to another, it must be used during the calendar year it is granted. Not eligible to be paid out with PTO on final checks if unused prior to termination.

1. Full/Part-time Employee begins to earn paid time off on their first day of employment. However, may not use any PTO until the first day of the month following 90 days of employment.
2. Paid time off will not accrue during leaves of absences of more than two (2) weeks.
3. Employees are required to provide their supervisor with reasonable advance notice (2 weeks) prior to using PTO. This will allow employees and their supervisor to prepare for time off and assure that staffing needs are met.
4. If an employee needs to use PTO for a pre-arranged appointment (doctor’s visit, court appointment, etc.) they are encouraged to use only that amount of PTO time required for the appointment and report to work during non-appointment work hours. The employee **may** be required to provide original documentation (i.e. doctors note, subpoena) to certify reason for absence.
5. All requests for PTO will be granted on a first come, first serve basis and based upon business necessity. Management reserves the right to limit the number of employees who are granted PTO at the same time. It is the employee’s responsibility to check their PTO balance prior to requesting time off.
6. Absence due to illness of three (3) or more consecutive days will require a medical release to return to work.
7. Preplanned absences for medical reasons may qualify for leave under the Family and Medical Leave Act. Contact Human Resources for additional information.
8. PTO may be carried over from one year to the next.
9. Any employee with at least one (1) year of service who voluntarily terminates employment and provides SDMI with three (3) weeks’ notice will be paid all available accrued PTO. Such an employee will not be eligible for PTO during the notice period and previously scheduled PTO will be rescinded during the notice period.
10. Any employee involuntarily terminated will forfeit all remaining accrued PTO.