



Paid Time Off Policy: Non-Exempt (Hourly) Staff

All full-time non-exempt (hourly) employees are eligible for Paid Time Off (PTO) benefits. A full-time employee is described as one who is scheduled to work 30 or more hours per week. PTO will be paid at the employee's base rate at the time the leave is taken. For those who qualify, PTO accrues monthly upon employment, but cannot be used until the employee has been employed for 90 days. PTO is only accrued according to the schedule in this policy, can only be used after it is earned, and will not be earned during an unpaid leave of absence. An employee can rollover up to one year's worth of PTO into a new fiscal year. When requesting PTO, employees must ensure that they have enough accrued leave available to cover the specified times/dates.

PTO is not included in overtime calculation, and does not include any special forms of compensation such as incentives or bonuses. If a holiday falls during the employee's paid time off, the day will be charged to holiday pay rather than to PTO. Likewise, if the company is closed unexpectedly on an employee's scheduled PTO, the day will not be charged to the employee. Leave taken beyond an employee's available PTO balance will be unpaid unless otherwise required under state or federal law.

Accrued PTO is earned through the last day of active employment, and if paid, will be at the employee's base rate of pay on their last day of active employment. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

Accrued PTO will be paid if the following conditions are met:

- Full 2-week notice of resignation given

Accrued PTO will NOT be paid under the following conditions:

- Employee is terminated for cause
- Employee fails to give proper resignation notice
- Employee leaves within 90 days of hire

As of December 1, 2015, all newly hired full-time non-exempt staff accrue 15 days of PTO annually. An additional 5 days of PTO will be awarded to full-time non-exempt staff at their 5-year, 10-year and 15-year anniversaries. On both the 20-year and 25-year anniversaries an additional 5 days of PTO will be awarded to be used that year only.

For details on how to schedule PTO, please refer to the Forward Journey Employee Handbook.

If you have any questions or desire additional clarification on this policy, please contact the OPS/HR Manager.