

## Paid Time-Off Policy

We have simplified and standardized our US time-off policy for Holidays, Sick Days, and Vacation Days. Annually January 1<sup>st</sup>, time-off is available in 2 buckets; Holidays and Paid Time-Off. These buckets will ease administration and provide you with the ability to have more choice with your paid-time off.

**Holidays:** There are a total of 10 company holidays for fulltime associates at our US locations, 8 designated and 2 floating. These Holidays are granted at hire date. If an associate leaves the company during the year, these Holidays have no cash value. Holidays are eight (8) hour days and are paid as they occur. To be eligible for the holiday pay, you must work the last full scheduled day immediately preceding the holiday and the first full scheduled day immediately following the holiday, unless pre-approved PTO. Following are the US standardized holidays:

- New Year's day
- Memorial day
- Independence day
- Labor day
- Thanksgiving day
- Friday after Thanksgiving
- Christmas eve
- Christmas day
- 2 management assigned or floating

2019-June

*This policy supersedes any prior holiday, sick, and vacation policies.  
If you are covered by a collective bargaining agreement, you will continue to follow your CBA.*

**Paid Time-Off (PTO):** We standardized sick days to three (3) per year. The PTO bucket is a combination of Sick Days and Vacation Days. PTO is calculated at eight (8) hours per day. Annually January 1<sup>st</sup>, the full PTO bucket will be granted, based on years of service below:

**Paid Time-Off Bucket:**

	Sick days	Vacation Timing	PTO bucket	PTO bucket hrs
0-4 years of service	3	10	13 days	104 hrs
*5-9 years of service	3	15	18 days	144 hrs
*10+ years of service	3	20	23 days	184 hrs

\*Increments are granted January 1 of the year of the 5 and 10 year anniversaries. Ex: hire date June 2, 2014, extra time granted January 1, 2019.

**New Hires:** PTO is granted after 90-days of employment and **pro-rated** for the year.

PTO will be used when you are absent from your work schedule. Please follow your local approval process to schedule and use your PTO.

Production and Administration associates may be paid for up to a maximum of 5 days (40 hours) unused PTO. This unused PTO will be paid in January of the following year. No payout for Salaried associates. PTO does not carryover – use it or lose it.

There is no change in our policy if you leave the company mid-year. Your PTO will be calculated by accruing the number of PTO hours earned, based on the number of full months worked. You will be paid for the unused portion of your PTO, or a deduction will be made for the hours you have over-spent.

**Perfect Attendance:** The associate who works a full year and does not miss any scheduled hours, will earn one day off, based on the scheduled work hours. This associate can elect to receive pay for those hours, or take a preapproved scheduled day off in the following calendar year.

**15+ years of service:** An associate employed 15+ years at the time of termination of employment will receive PTO payout for the entire year, minus any time taken in that year.

## Paid Time-Off Examples

### Example #1:

- January 1 awarded 13 days PTO (13\*8hr days = 104 hrs)
- Resigned May 14
- Taken 2 days PTO (2\*8hr days = 16 hrs)

How to calculate:

- January-May 14 = 4 full months
- $4/12$  of the year =  $0.333 * 104$  hrs = 35 hours earned
- Used 2 days or 16 hrs
- 35 hrs earned – 16 hrs used = 19 hrs you would be paid at termination.

### Example #2:

- January 1 awarded 13 days PTO (13\*8hr days = 104 hrs)
- Resigned September 23
- Taken 13 days PTO (13\*8hr days = 104 hrs)

How to calculate:

- January-September 23 = 8 full months
- $8/12$  of the year =  $0.667 * 104$  hrs = 69 hours earned
- Used 13 days or 104 hrs
- 69 hrs earned – 104 hrs used = 35 hrs you OVER SPENT – so – 35 hours would be deducted from your last paycheck.