

Paid Time Off (PTO)

Want to take a vacation? Need to call in sick for yourself or someone you care for? Here's the scoop:

Employees working an average of 20 hours or more each week are eligible to earn Paid Time Off (PTO). Employees working less than 20 hours per week are not eligible to earn PTO. Eligible employees must complete their 90-day orientation period before PTO can be used.

PTO is accrued each payroll based on your total hours worked. The longer you remain with the company, the more PTO you earn each week. The chart below illustrates how many hours an eligible employee earns by week or by hour worked.

Years of Service	PTO Hours Earned per 40 Hours Worked (rounded)	PTO Hours Earned per Hour Worked
0	2.11	.052632
1	2.28	.056911
2	2.45	.061124
3	2.62	.065574
4	2.80	.069959
5	2.98	.07438
6	3.15	.078838
7	3.33	.083333
8	3.51	.087866
9	3.70	.092437
10+	3.88	.097046

Curious to see what you could earn in a year? Grab your calculator! Locate your **Years of Service** in the table above, then take the number from the third column (**per Hour Worked**) multiplied by the number of hours you typically work in a year.

Example: Becky has been with APC for 3 years and works 30 hours per week. Based on the table above, she earns .065574 PTO hours per hour worked.

$$30 \text{ hours per week} \times 52 \text{ weeks per year} \times .065574 = 102.3 \text{ PTO hours.}$$

The maximum PTO balance that an employee can carry at any one time is 224 hours; after you reach this number you will stop accruing PTO. When your PTO balance drops below 224, you will begin accruing again on the next payroll.

PTO is a catch-all for any reason you might need to take paid time off from work; it can be used as vacation time, sick time, caring for a sick child, attending to personal matters, etc. Regarding sick days, if you exhibit cold or flu-like symptoms at work, we reserve the right to send you home for the health and safety of our clients and your co-workers. If you are sent home per this policy, you may choose to use available PTO, take the day(s) as unpaid time off, or, if approved by your supervisor, work from home. Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

Except as noted above, employees with earned PTO are required to use PTO for any time off requests until their accrued PTO is exhausted. Employees may choose to take up to three Authorized Unpaid Days (AUD)

for any additional days off after PTO is exhausted. Any time off beyond that may be granted under extenuating circumstances with supervisor approval and will be unpaid. This rule does not apply to Family Medical Leave; see the Leave of Absence policy for details.

Pay is not granted in lieu of taking the actual time off. However, at the end of employment, eligible employees will be paid for earned but unused PTO on their final paycheck. Additional PTO is not earned on an employee's final paycheck.

Requesting PTO

PTO may be requested in 1-hour increments. Submit PTO requests at least two weeks in advance to your supervisor via the Time Off module in Paylocity. To register your account with Paylocity, see the instructions listed under the **Direct Deposit and Paystubs** policy in this handbook. When possible, PTO requests are granted considering your team's operating requirements. Your supervisor may set additional requirements for PTO requests and may deny or approve requests at their discretion.