

C. Earned Time Off

██████ offers earned time off for all employees who work 18 hours or more. Earned time off may be used for sick days, personal days or vacations. **All earned time off for personal or vacation days must be cleared by your supervisor at least two weeks in advance.** The greater the notice, the higher the employees chance of having their request granted.

1) Earned Time Off Accrual

Full-time employees begin accruing earned time off upon hire. At any time after three months of employment, you may use any amount of your earned time off. Your balance is noted on each pay check, and is available on the time clock. The following outlines our earned time off accrual system for hourly and salaried employees.

Hourly (Non-Exempt) Employees earn time off for each each hour worked. The accrual rate increases at your annual anniversaries. Assuming you work a 40 hour work week, you will earn 64 hours in year one, 80 hours in year two, and 120 hours in year three and beyond. The specific accrual rates are: .003077 year one; .03846 in year two; .05769 in year three; and .07692 beginning with your 10th year.

Salaried Employees: Salaried full-time employees earn 80 hours of paid time off during their first and second years, and 120 hours in their third year and beyond.

Earned Time Off Accrual Chart	Hourly Employees Based on a 40 Hour Work Week	Salaried Employees based on a 40 Hour Work Week
1st Year	Accruing 64 hours per year	Accruing 80 hours per year
2nd Year	Accruing 80 hours per year	Accruing 80 hours per year
3rd Year & beyond	Accruing 120 hours per year	Accruing 120 hours per year
10th Year and beyond	Accruing 160 hours per year	Accruing 160 hours per year

2) Earned Time Off Accrual Limitation

We strongly encourage all employees to take time off each year. At your second anniversary, you are expected to have "used up" any time earned during your first year of employment. **Employees must use any accrued paid time off from a previous year before their next employment anniversary. Earned time off hours will not carry over beyond one year; employees must use or loose this benefit.**

E. Procedure for Requesting Time Off

Requests for specific days off (beyond trading shifts) should be made electronically through the ███████ time clock system; some department schedulers also ask that time off requests be made in writing using a █████ time off request form, found in the breakroom. Time off requests should be made at least one month in advance. Your supervisor and/or scheduler must approve all time off requests. No schedule change request is guaranteed.

Unless a special arrangement is made at the time of hire, staff must work for 90 days before they may take unpaid time off or earned time off for vacations or personal days.

Earned time off may be used for days missed due to illness. The responsibility lies with employees to secure earned time off due to illness. You may request earned time off for illnesses through the

time clock or communicate with your supervisor to make sure that earned time off is entered into the time clock for days in which you are out sick. We ask that this is completed on the day of the illness or as soon as possible thereafter to facilitate correct payroll processing.