



Be Present

Generous PTO and Paid Holidays

The Company utilizes a program of Paid Time Off (PTO), as an all-purpose time off policy for eligible team members to use for vacation, illness, injury, or personal business. It combines traditional vacation, sick and personal leave plans into one flexible, paid time off policy designed to offer flexibility in planning for and taking time off.

Full-time team members are eligible for PTO in accordance with the following schedule:

Years of Completed Service

Less than 4	120 hours = 15 days
4-6	160 hours = 20 days
7-8	176 hours = 22 days
9+	200 hours = 25 days

Team members anniversary date is used for purposes of calculating years of service. The maximum accrual is 160 hours. Once a team member has an accrued hours balance equal to 160, no additional time will be earned until time off is taken to reduce the accrued hours.

Time off requests are submitted through ADP for supervisor approval and tracking.

To request time off, a team member would log in to ADP, selecting Myself - Time Off - My Time Off. From here the team member can review balances, submit a time off request, as well as view, edit or cancel any previous time off entries.

The company observes all major holidays each year, averaging 10 holidays per year. Refer to the Weekly Update for a full list of dates. All full-time team members will receive holiday pay of eight straight hours at their regular rate.



**Family Impact
Benefits Program**

