



PAID TIME OFF (PTO) BENEFIT POLICY

Purpose

Encompass Event Group recognizes that employees have diverse needs for time off from work and, as such, Encompass Event Group has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

Eligibility

PTO is accrued upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 32 hours per week on a regular basis. Employees working less than 32 hours per week on a regular basis, on-call and temporary employees are not eligible to accrue PTO.

Availability

PTO accruals are available for use in the pay period following completion of 90 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Accrual and Payment of PTO

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. Employees working less than 40 hours per week and at least 32 hours per week will earn PTO hours on a prorated basis. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Full Time Accrual Rates

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual*	Maximum Accrual**
Less than one year	3.08 hours	80 hours	80 hours
1-3 years	4.62 hours	120 hours	120 hours
4-10 years	6.15 hours	160 hours	160 hours
More than 10 years	7.69 hours	200 hours	200 hours

*Annual PTO accruals are based on an employee having 2,080 paid hours per year (40 hours per week average).

**No PTO hours will accrue beyond the maximum accruals listed.

Use and Scheduling of PTO

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval and must be approved at least two business days prior to the scheduled absence. Unscheduled absences will be monitored and PTO granted on case by case basis. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

When PTO is used, an employee shall not be allowed to take greater than 40 hours pay in that given week as a combination of work and PTO hours. For example, if an employee works 32 hours in the first two days of a week the employee would only be eligible for taking 8 hours against their PTO bank that given work week. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.