

PAID TIME OFF POLICY

TCB Management Co. grants employees the ability to earn paid time off based on the following eligibility factors.

Time in Position:

Qualified employees will be awarded their set number of hours at the beginning of each year following at least 6 months of consecutive service. The year commences on January 1st and ends on December 31st. If a qualified employee is hired during the year into any position below, PTO benefit will be reflective upon upcoming Jan 1. The terms under which employees are permitted to use this leave are set forth below.

o Eligible Hourly Cert. Shift Managers and Department Managers with Full Availability working a year-to-date average of 35 hours or more.

o Employees are not permitted to carry over any unused leave at the end of the year. Employees will not be paid for any unused leave upon termination of employment.

o Front-loaded hours will be dispensed by a 50/50 split on Jan. 1st & June 1st

	1 year	5 years	10 years
Cert. Shift Manager	1 week vac	1 weeks 2 Days vac	2 Weeks vac
Dept Manager (1st Ass)	1 week vac	1 weeks 2 Days vac	2 Weeks vac
General Manager	2 weeks vac/40 PTO	3 weeks vac/40 PTO	4 weeks vac/40 PTO
Mid Managers/D.O.	2 weeks vac/40 PTO	3 weeks vac/40 PTO	4 weeks vac/40 PTO
In-House Technicians	2 weeks vac/40 PTO	3 weeks vac/40 PTO	4 weeks vac/40 PTO

Admin/Office Managers	2 weeks vac/40 PTO	3 weeks vac/40 PTO	4 weeks vac/40 PTO
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Hourly position Accrual Based Hours:

o Qualified Crew Member accrues earned time at a rate of one hour for every 40 hours the employee works; however, an employee is not entitled to earn more than 40 hours of leave in a year.

o Qualified Crew Trainer and above employee accrues earned time at a rate of one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of leave in a year.

o Employees will not be paid for any unused leave upon termination of employment.

Hourly Positions Accrual

	Once vested*	Max hours	Rollover
Crew	40:1	40	No
Crew Trainers	30:1	40	No
Maintenance	30:1	40	No
Floor Supervisors	30:1	40	No
Cert. Shift Manager	30:1	40	No
Dept Manager (1st Ass)	30:1	40	No

***Employees become vested after 6 months of service**

Paid Time Off Leave Usage Provisions

An employee can use paid time off under the following conditions:

- Vacation
- Personal Leave; to include sick and bereavement leave
- Maternity or Paternity Leave
- To care for or treat the employee's mental or physical illness, injury, or condition
- To obtain preventative medical care for the employee or the employee's family member
- To care for a family member with a mental or physical illness, injury, or condition

Applying for Paid Time Off

- ALL request for paid time off must be:
 - o COMMUNICATED with the General Manager for initial approval.
 - o REQUESTED in Prolient App
- If the need to use leave is foreseeable (for example a scheduled doctor's appointment), the employee must provide notice 7 days prior to leave use.
- If the need to use leave is for vacation, the employee must provide notice 30 days prior to leave use.
 - o All vacations must be taken by November 30th.
- If the need to use leave is not foreseeable, the employee must provide notice as soon as practicable. o If an employee uses leave for more than two consecutive scheduled shifts, the employee must provide verification that the leave use was appropriate.

Request Denial

A request may be denied for the following reasons:

- The need to use earned leave was foreseeable
- The employer is unable to find a suitable replacement for the employee after exercising reasonable diligence • If the employee fails to provide proper notice and the employee's absence will cause a disruption to the employer.
- Employees using leave for unauthorized purposes • Employees who have demonstrated a pattern of abusing leave may be denied the right to use earned leave in the future.
- The employee's absence will cause a disruption of service to at least one individual with a developmental disability or mental illness.

Payment for Leave

- All leave time requested and approved will be paid in following increments where applicable:
- Minimum of four (4) hours a day
- Maximum of eight (8) hours a day
- Maximum of forty (40) hours a week.

All hours paid will be based on the employee's current rate of pay.

Statement of Leave

All time off earned and accrued will be noted and tracked on the employee's paycheck, which is provided bi-weekly on Fridays. If a statement of available leave is needed, the employee may contact Human Resources at 804-458-6500.

Additional Leave Usage Notes

- Employees are permitted to use the leave in increments of no less than 4 hours.
- A family member includes a spouse, child, parent, grandparent, grandchild, sibling, or legal guardian.
- If an employee leaves employment and is rehired within 6 months of leaving, any earned and unused sick leave that the employee had at the time of separation will be reinstated