

SEG, SEG Tx and A-1 Express

Full-time hourly field employees are eligible to earn Paid Time Off (PTO), starting 60 days from their state date of employment.

One (1) hour of PTO per week is acquired if the following criteria are all met:

- No preventable vehicular accidents
- No company or hauled equipment damage due to Employee fault
- No property damage due to Employee negligence (examples: ditch/sign damage, overhead)
- No preventable ELD violations – will be reviewed on an individual basis
- No citations with Employee at fault – speeding or unsafe driving
- No fuel spills or leaving the fuel pump unattended
- No tardiness to start work
- Followed load/delivery instructions
- Handsfree device must be used
- Clean Truck – not full of garbage in cab
- Complete, accurate and legible travel sheet, timesheet and other required paperwork submitted to the office by Monday morning

The following apply:

- If an Employee has a seatbelt violation, **ALL** Employees do not earn PTO for that week
- PTO is not accrued if Employee is laid off or on a leave of absence
- An Employee must work a minimum of 40 hours in a week in order to accrue PTO for that week
- An Employee can earn one (1) hour of PTO if a clean DOT inspection is received
- PTO must be redeemed in full hour increments

Employees can earn up to 52 hours of PTO per year. Hours can be rolled over to the next year with the maximum of 104 hours. All PTO requests must be submitted to your supervisor at least two (2) weeks in advance for approval and to cover business operations accordingly. A-1 Express reserves the right to refuse a request for PTO but will do the best to accommodate a request when advance requests are submitted. Emergency circumstances may make advance notice impossible. In the event of illness or emergency, contact your supervisor as soon as possible.

Termination of Employment: If a Employee provides a two (2) week notice and works the final two (2) weeks, the employee will be paid for any unused PTO. If an Employee is terminated for gross misconduct, quits without notice or while under dispatch, the employee will not be paid for any unused PTO.

Employee Signature

Date