



Paid Time Off (PTO) Policy

Effective January 1, 2020, Rohadfox will implement a new leave policy. Sick Leave will be eliminated, and employees will have a single bank of PTO to use for the year.

Accruals are based upon paid hours, up to 2080 hours (40 hours per week) per year, excluding overtime. Employees will not accrue PTO for any type of unpaid leave of absence.

Eligibility

PTO is only available to full-time employees.

Accruals/Availability

PTO is accrued throughout the calendar year, each pay date. There are twenty-six (26) pay dates in a calendar year. The rate at which PTO is accrued is determined by length of service and increases with job tenure.

New hires will not be eligible to use PTO until ninety (90) days of employment has been satisfied. Up to forty (40) hours of PTO may be carried over into the next calendar year. All full-time employees will accrue PTO hours according to the following schedule:

Length of Service	Rate	Hours	Days
0-4 Years	4.62	120	15
5-9 Years	5.54	144	18
10-14 Years	6.16	160	20
15+ Years	6.77	176	22

For the purpose of this policy, the year begins on employee's date of hire.

Procedures

PTO must be scheduled in advance and is subject to supervisory approval and departmental staffing needs.

All Rohadfox employees are required to request PTO on the Employee Self-Service (ESS) Portal. It is the employee's sole responsibility to submit his/her own PTO request. It is not necessary to contact the corporate office to request time off, unless a two-week notice cannot be provided.

In addition to submitting an electronic request on the ESS Portal, external employees (who work at a project site) are also required to complete the appropriate designated document(s) to request time off with the client.

Accruals are based upon paid hours of up to 2080 hours (40 hours per week) per year, excluding overtime. PTO cannot be accrued with Unpaid Leave.

Unpaid Leave is only permissible in the event of an emergency (i.e. hospitalization, death of an immediate family member, court appearance, sick child) and approval will be at [Rohadfox] management's discretion.

Employees may not request or use more than eight (8) hours of PTO for a single workday or expend PTO in excess of accrued amounts, unless prior approval is obtained by Rohadfox management.

If an employee has used more PTO hours than what he/she accrued at the time of termination, the respective balance will be deducted from the employee's final paycheck, except where prohibited by law.

Termination

In the event of termination of employment (voluntary/involuntary), except in cases of gross misconduct, employees will be paid for any unused PTO hours accumulated.