

LEARNING NEVER ENDS

Number 6.04

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PTO Policy

One of the benefits Learning Never Ends offers our employees is the use of paid time off. All paid time off will be designated as Personal Time Off ("PTO"), there will be no separation of vacation, sick or personal days. PTO is a benefit provided to Learning Never Ends employees as a way of showing appreciation and to allow employees to attend to personal business and for rest and relaxation. It is not to be considered "compensation earned" by the employee but is a benefit that can be forfeited as described below. All full-time and part-time non administrative employees are eligible for PTO as well as all Administrative Staff.

Procedure:

Employees will be afforded the benefit of taking time off based upon the number of hours they work. Employees in their 90-day probationary period begin to earn their time on the date of hire, however they are not eligible to request PTO until they have successfully finished their 90-day probationary period.

Non-Administrative Staff:

For each hour worked, employees will earn PTO. They will accumulate these hours at a rate based upon the time that they have been with the company:

- Employees that have been with the company 1-2 years will accumulate PTO at the rate of .04166 per hour that they work. (1.66 hours per 40 hours worked)
- Employees that have been with the company 3-4 years will accumulate PTO at the rate of .04222 per hour that they work. (1.69 hours per 40 hours worked)
- After (5) five years of employment, employees will accumulate PTO at the rate of .04655 per hour that they work. (1.86 hours per 40 hours worked)
- PTO will be capped at 160 hours. When the cap is reached, there will be no additional accumulation of PTO time until accumulated hours fall below 160.

Non-Administrative Staff wishing to request PTO must submit a PTO Request Form to the Associate Site Director.

The following guidelines should be followed:

- For 1-5 days, a 14-day notice is required.
- For 5-14 days, a 30-day notice is required.
- Requests exceeding (14) fourteen days will require a Leave of Absence form submitted and approved by appropriate supervision and Human Resources Department.

The Associate Site Director will approve or deny the request. There are no guarantees when submitting a request, it is simply a request. The Associate Site Director will notify the employee in writing if the request is approved or denied. The decision to approve or deny a request is based on multiple factors including, but not

limited to, the number of requests submitted for any given day, pay week, or site. Other factors may include holiday seasons, overall staffing levels and any other business need. Any PTO request may be denied if necessary to ensure our consumer's are cared for, our number one priority. If an employee is denied PTO and they refuse to work scheduled shifts or call off during that time, corrective action will follow.

An employee who wants to use PTO because of an absence may only do so if the absence has been excused and are not in any probationary status. If the absence is unexcused, the employee may not use PTO.

In the event of low consumer attendance, staff may be offered the opportunity to utilize PTO due to operational needs.

Administrative Staff:

Administrative Staff are awarded days on their administrative hire date based upon their longevity with the company, in accordance with the following schedule:

- 1-2 years – 15 days
- 3 years—16 days
- 4 years—17 days
- 5+ years—18 days and capped

Balances are renewed on one's administrative anniversary date.

Administrative Staff may roll-over 3 days of unused PTO.

Administrative Staff wishing to request PTO must submit a PTO Request Form to their Direct Supervisor. Administrative Staff PTO requests can be utilized in ½ or full day increments.

Cashing PTO is allowed in accordance with the following stipulations:

- PTO is cashed out by submitting a request to be approved by Human Resources.
- Non-Administrative Staff cashing out PTO are required to maintain a minimum balance of 20 hrs.
- Administrative Staff cashing out PTO are required to maintain a minimum balance of 2 days.
- Staff are not permitted to cash out PTO if they have a Cash Advance balance.
- Staff requesting Emergency PTO Cash Outs (Pay Pal/Venmo) are subject to 3% processing fee.
- Staff are not permitted to cash out PTO if under MUI Investigation.
- Staff can cash out PTO to be applied to a Cash Advance balance.

PTO will be paid out upon termination of employment only to employees who voluntarily resign their employment with at least two weeks' notice. Unused PTO will not be paid to employees whose employment is involuntarily terminated by the company, or to employees who resign without completely fulfilling their two-week notice.

Note: If you give up any shifts during your two-week notice, you will not be paid the remaining PTO balance. You must be actively working your shifts and be in good standing at the end of your employment to receive pay for unused PTO.

Non-Administrative employees' earned PTO will be paid out in the event of promotion to an administrative role.


Co-Owner

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