

Attendance and Paid Time Off (PTO) Policy

1. Purpose

This policy outlines the guidelines for paid time off (PTO) and unpaid leave (UPL) accrual, usage, and disciplinary actions related to tardiness and excessive leave usage.

2. Scope

This policy applies to all full-time employees.

3. Paid Time Off (PTO)

3.1 Accrual Structure

Years of Service	Annual Accrual	Accrual per Pay Period
Year 1 (0 up to 1 year anniversary)	40 hours	1.67 hours
Years 2 through 4 (From 1st to 4th anniversary)	80 hours	3.33 hours
Year 5 and beyond (From 4th anniversary onwards)	120 hours	5.00 hours

- PTO accrual begins on the first pay period after the employee's start date.

3.2 Usage

- PTO may be used for vacation, personal time, or sick leave.
- PTO usage must be approved at least one working day in advance unless used for a **full day** emergency or illness.
- PTO can be used for a partial day when scheduled and approved at least one working day in advance but **may not be used for a partial day to cover a tardy or leaving during a shift**. Submitting a partial day request during a weekend for the following Monday will not be approved.
- Unused PTO will carry over into the next calendar year.
- If unused PTO accrues beyond 120 hours, 40 hours of your PTO will be paid out.

4. Unpaid Leave (UPL)

4.1 Accrual

- Employees start with a balance of 4 unpaid leave days (32 hours) on their first day of employment.
- UPL accrues at a rate of 0.33 days (2.64 hours) per pay period (twice monthly).
- The maximum UPL balance is 8 days (64 hours).

4.2 Usage

- UPL may be used for vacation, personal time, or sick leave.
- UPL usage must be approved in advance unless used for an emergency or illness.

4.3 Tardiness Penalty

- Any instance of tardiness, from 1 up to 120 minutes late, will result in a deduction of 0.25 days (2 hours) from the employee's UPL balance. Any instance longer than 120 minutes late will result in a deduction from the employee's UPL in the amount of the time tardy.
- Tardiness is defined as arriving late for a scheduled shift without prior approval.

4.4 Leaving during shift

- Any instance of an employee leaving during their shift without being scheduled must have their manager's approval and will result in a deduction from the employee's UPL balance in the amount of time missed from their shift.

4.5 Disciplinary Action

- If an employee's UPL balance drops below zero, this constitutes a violation of this policy.
- **Immediate termination will occur if the UPL balance becomes negative.**

5. Attendance Expectations

- Employees are expected to report to work on time and be present for all scheduled shifts.
- Excessive absenteeism or repeated tardiness may result in additional disciplinary actions, up to and including termination.

6. Policy Administration

- All PTO and UPL accruals, usage, and deductions (including tardiness-related penalties) will be tracked and managed through the Connecteam app.
- Employees are responsible for monitoring their own balances via the app and submitting leave requests accordingly.
- Supervisors and management will use the Connecteam system for approving or denying time-off requests and logging attendance infractions.