

## 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 in advance unless used for a **full day** emergency or illness.
- PTO can be used for a partial day when scheduled and approved in advance but **may not be used for a partial day to cover a tardy or leaving during a shift.**
- 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, regardless of duration, will result in a deduction of 0.25 days (2 hours) from the employee's UPL balance.
- 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.