



## DISCRETIONARY TIME OFF – SALARIED EMPLOYEES

- Title:** DISCRETIONARY TIME OFF
- Policy:** Time away from work is intended to promote each employee's health by providing a balance with their time at work.
- Purpose:** The Discretionary Time Off policy allows Logicalis to provide paid time off access to eligible employees within the trusting relationship developed between the employee and their manager. Logicalis-recognized holidays are separate and in addition to Discretionary Time Off. (Refer to posting of annual Logicalis holidays in ADP Workforce Now).
- Scope:** This policy applies to Salaried employees (full-time and part-time) at all Logicalis locations. Per Diem and Temporary employees are not eligible for Discretionary Time Off.
- Procedure:** Logicalis' fiscal year begins March 1<sup>st</sup>. All eligible employees are encouraged to take 30 paid days off each fiscal year under this policy, but eligible employees are permitted to take any number of paid days off each year, as appropriate, even if in excess of 30 days, subject to the other requirements of this policy. Paid time off may be taken for vacation, illness, personal days, or any other reason.

We expect employees to be responsible and mindful of the need to complete their work in a diligent manner. You may take time off in minimum increments of 1 hour.

Notice is required for Discretionary Time Off, as set forth below.

### **Scheduled Time Off**

When your absence is due to vacation, religious holidays, doctor appointments, scheduled medical treatments or other needs that can be predicted in advance, you are expected to request approval for your absence from your manager as far in advance as reasonably possible. You are expected to be cooperative in scheduling time off at times that are not unreasonably disruptive of Logicalis operations. For example, your manager is responsible for coordinating vacation schedules to ensure that enough employees are on hand to meet Logicalis' business needs. Accordingly, Logicalis reserves the right to approve or require an alternate time be taken or (if necessary) deny your use of Discretionary Time Off at a particular time.

### **Time-Off Requests in Excess of 10 Consecutive Workdays**

Managers will evaluate all requests for time off exceeding 10 consecutive workdays and approve or deny on a case-by-case basis.

### **Time-Off Requests in Excess of 30 Consecutive Calendar Days**

Requests for time off in excess of 30 consecutive calendar days will be treated as requests for extended leave under Logicalis' various leave and disability policies, including the Family and Medical Leave Act (FMLA) Policy.



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For time off that exceeds 30 consecutive calendar days, the first 30 consecutive calendar days will be treated as Paid Discretionary Time Off under this policy, and all subsequent consecutive days in excess of 30 calendar days will generally be treated as unpaid leaves of absence, except where an applicable policy (such as Short-Term or Long-Term Disability) or applicable law provides for a form of payment. Employees who appear to be gaming the system to avoid 30 consecutive days off, despite an apparent need for such extended leave, will fall under the applicable extended leave policy (unpaid leave) rather than the Discretionary Time Off Policy. Logicalis reserves the right to interpret or modify the application of this policy to avoid unfair application or results.

### **Unscheduled Time Off**

Logicalis understands that unexpected illnesses or emergencies occur and that unscheduled absences may occur from time to time. In this case, you must call in by the start of the workday to report your unscheduled absence.

### **Excessive Absence and/or Tardiness**

Excessive unscheduled absences or tardiness is disruptive to business operations. Logicalis will monitor the overall appropriateness of your work commitment, which includes consideration of time off taken. Your failure to use good judgment and discretion when taking time off may result in disciplinary action up to and including termination from employment.

### **Absence Without Notice**

Absences or tardiness without notice may be subject to disciplinary action, up to and including termination. If you are absent for three or more consecutive business days *and fail to notify your manager of your need to be absent*, you will be deemed to have voluntarily quit your position and your employment will be terminated.

### **How Time Off Is Requested, Approved or Denied**

Each time you desire to take paid time off, you need to submit a request for the time off to your manager for consideration. Your manager has the right to:

- (1) approve the request as submitted  
Or
- (2) require that an alternate time be taken for part or all of the submitted request  
Or
- (3) deny the submitted request.

If you disagree with a manager's decision to deny or modify a time-off request, or if you have a medical or other need that requires accommodation, contact Human Resources.

You are encouraged to use ADP Workforce Now to submit your time off requests so that automatic tracking can occur of both the request and the disposition.



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### **Coordination with Other Policies and Benefits**

If you need time off for reasons covered by the Logicalis FMLA policy, you must submit the appropriate request, application or other documentation to Logicalis' Benefits Administrator in Human Resources.

If you are seeking three or more consecutive business days off for a FMLA-qualifying reason, it is required that you notify Human Resources of the reason for the absence and complete any appropriate FMLA paperwork, as may be requested by Human Resources. FMLA provides eligible employees with additional protections. Please see the Logicalis FMLA Policy for further details.

Employees whose absences exceed 30 consecutive days may be eligible for Short-Term Disability coverage. The Logicalis Short-Term Disability Policy provides income protection for up to 20 additional weeks while disabled and unable to work.

### **No Termination Payout**

There is no payout of Discretionary Time Off, as it is not an accrued benefit or earned over time.