



## PAID TIME OFF – HOURLY EMPLOYEES

(NOT APPLICABLE TO CALIFORNIA EMPLOYEES)

- Title:** PAID TIME OFF (PTO) – Hourly Employees
- Policy:** Time away from work is intended to promote each employee’s health by providing a balance with their time at work. Logicalis provides paid time off for full-time and eligible part-time active employees. Per Diem and Temporary employees are not eligible for PTO.
- Purpose:** The PTO policy is designed to provide you with the flexibility you need to meet your personal needs and obligations. Rather than having separate policies for vacation and sick leave, these categories are combined into one PTO bank. When you need time off for vacation, illness, and religious holidays or to handle personal obligations, you take the time from your PTO bank. Logicalis-recognized holidays are separate and in addition to PTO hours (refer to posting of annual Logicalis holidays in the Logicalis HR Portal).
- Scope:** This policy applies to Hourly full-time and eligible Hourly part-time employees at all Logicalis Locations other than in California.

- Eligibility:**
- A Hourly full-time employee (one who works an average of at least 30 hours per week) will be eligible for PTO based on months of service with the company (see schedules below)
  - An eligible Hourly part-time employee (one who works an average of at least 20 hours per week) will be eligible for ½ of the full-time PTO amount based on months of service with the company (see schedules below)
  - When an employee is rehired within 6 months of termination into an eligible employment status, their PTO hours will be re-established in the amount in effect when the employee was terminated from employment.

**Procedure:** Upon hire, a Hourly full-time employee is credited with prorated PTO in accordance with the chart immediately below unless the Executive Team approves a different amount:

Service (Hire Date)	PTO Days	PTO Hours
March	16.00	128
April	14.5	116
May	13.0	104
June	11.5	92
July	10.0	80
August	8.5	68
September	7.0	56
October	5.5	44
November	4.0	32
December	2.5	20
January	1.0	8
February	0	0



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As Logicalis’ fiscal year begins March 1<sup>st</sup>, all eligible employees receive their annual allotment of PTO days each March 1<sup>st</sup>.

March 1 <sup>st</sup> Allotment for Hourly Full-Time Employees		
Months/Service	PTO Days	PTO Hours
1 through 24	16	128
25 through 60	21	168
61 or more	26	208

**Keep in mind  
Holidays are  
not part of the  
PTO bank!**

**How the PTO Bank Works:** Your entire year’s allotment of PTO is provided to you at the beginning of the fiscal year for use only during that fiscal year. On each subsequent March 1<sup>st</sup>, you will receive your new PTO allotment. It is your responsibility to budget your time wisely throughout the entire fiscal year.

At the end of each fiscal year, you will have the opportunity to carry over up to 24 PTO hours into the new fiscal year that starts March 1<sup>st</sup>. Please note that carried over PTO hours will be the first PTO hours used in the new fiscal year.

You may take PTO in minimum increments of 1 hour. The number of days (hours) you are away will be subtracted from your PTO bank. When the bank is zero, you have no more paid time off for that fiscal year.

Should your employment terminate during the fiscal year, you will receive a prorated payout of unused PTO hours if earned PTO hours exceed PTO hours used in the current fiscal year; the payout, if any, will be the difference between earned PTO hours and PTO hours used as of your termination date. PTO hours are earned after each applicable pay period of the current fiscal year.

**Scheduled PTO:** 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 PTO at a particular time.

**Unscheduled PTO:** 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.



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**Excessive Absence:** Excessive unscheduled absences or tardiness is disruptive to business operations and may result in disciplinary action whether or not PTO remains in your PTO bank. If your PTO bank is empty, and you are not on an approved leave of absence, and you continue to be absent, appropriate disciplinary action will be taken, up to and including termination of employment.

**Absence without Notice:** 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.

**How PTO Time Is Requested, Approved or Denied:** Each time you desire to take PTO, you need to submit a request for the time off to your manager for consideration via ADP Self Service. Your manager has the right to:

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

**How PTO affects Overtime Payment:** PTO does not count toward hours worked when calculating overtime on any given day or week for a non-exempt employee.

**How PTO Coordinates with Other Policies:** If you need time off for reasons covered by the Family and Medical Leave (FMLA) policy or any other specific leave of absence policy, you must follow the procedures in that policy for providing notice, submitting appropriate documentation, etc. PTO is generally available for use during such leaves.