



(NOT APPLICABLE TO CALIFORNIA EMPLOYEES)

### **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. This policy ensures compliance with applicable federal and individual state laws while supporting employee well-being, work-life balance, and overall job satisfaction. Logicalis-recognized holidays are separate and in addition to PTO hours.

**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:

<b>Service (Hire Date)</b>	<b>PTO Days</b>	<b>PTO Hours</b>
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

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>.

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



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**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 at from your manager at least 7 days in advance, or 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, unless the time off request is for a reason covered by an applicable federal or state law.

**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.

**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 Workday. 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.



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**How PTO Coordinates with Other Policies:** If you are seeking three or more consecutive business days off for a qualifying reason covered by the Family Medical Leave Act (FMLA) and/or applicable state law, it is required that you notify Human Resources of the reason for the absence and provide documentation, if requested by Human Resources. When requested, employees are required to provide the documentation in a timely manner, not more than 15 days after the request of Human Resources.

FMLA and state laws may provide eligible employees with additional employment and benefit protections. Please refer to the Logicalis FMLA Policy and your state's laws (if applicable) for further details.

Hourly employees whose absences exceed 14 consecutive days may be eligible for Short-Term Disability coverage, when the absence is due to their own serious health condition. The Logicalis Short-Term Disability Policy provides income protection for up to 22 additional weeks while disabled and unable to work.

Please note, the Logicalis PTO policy provides a more generous paid time off allowance to eligible individuals than required by current federal and/or state laws. Employees are expected to budget their bank of PTO hours appropriately throughout the fiscal year. Logicalis will not provide additional PTO should an unforeseen or urgent situation occur that requires an employee to miss work and there are no hours remaining in an individual's PTO bank.

Date	Status Update
01/05/2026	Reviewed for current year
03/01/2025	Added language for compliance with state time off laws
01/03/2025	Reviewed for current year
01/02/2024	Reviewed for current year
June 2023	Reviewed for current year
June 2022	Reviewed for current year
July 2019	Reviewed for current year