

Everything-Ice, Inc. PAID TIME OFF (PTO)

**A FULL TIME EMPLOYEE REFERS TO THOSE EMPLOYEES THAT WORK AT LEAST 8 MONTHS (OR 1560 HOURS OR 3/4 OF A YEAR) IN A CALANDER YEAR.*

PURPOSE: The purpose of the company PTO policy is to provide eligible employees time off with pay for those employees who have worked at Everything Ice for at least 90 days. PTO must be taken in either 1/2 day (4 hour) or full day (8 hour) increments as long as the employee has prior approval from their immediate supervisor.

ELIGIBILITY: This policy applies to all regular, full-time employees of Everything-Ice (EI). Unless otherwise approved by your immediate supervisor, each exempt status employee is credited with paid days off according to the chart shown below.

PTO SCHEDULE: This schedule applies to all full time employees who have completed at least 90 days of continuous employment with EI. With the exception of your year of hire, your vacation time is awarded on January 1 of each year, subject to the maximum vacation limit, and in accordance with the following schedule:

0-2 years employed	5 days per year
3-5 years employed	7 days per year
6-10 years employed	10 days per year
11+ years employed	15 days per year

NOTE: The above days are in addition to the already allotted 7 paid holidays off per year already established at EI. Those include.....New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving Day (or first day of buck season) and Christmas Day.

-An employee is to request PTO in writing at least two (2) weeks in advance of taking the time. Every effort will be made to accommodate the employee's request.

-The employee should be aware of the number of PTO hours in his/her "bank" prior to requesting time off. The company will post all available days of PTO available to each employee on their bi-weekly paychecks.

-Your supervisor will have 72 hours to approve/disapprove any PTO request made to them.

-Each employee may have additional time off over and above their accumulated PTO at their supervisor's discretion. **However, this time will be unpaid.**

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-EI does not advance PTO days except in unusual circumstances and with the approval by management.

-You cannot carry over any unused days to the following year. All unused days will be lost at years end.

-Rehired employees will have their PTO allotment reset to 0 and will not be allowed to continue their previous calculation.

-PTO used due to unexpected illness must be reported at the beginning of the working day for which it is required. An employee must notify his/her immediate supervisor illness prior to the start of the scheduled workday by telephone, email or prior to leaving the worksite if the illness or emergency occurs after the start of the day.

-Once an employee verbally notifies EI of resignation or is notified by EI to lay-off or dismissal, no further PTO will be authorized, even if approved prior to resignation. If an employee has PTO accrued, that employee cannot use that time to fill in hours lost to lay-off or dismissal. If there is no work available, such as the off-season, non-exempt employees may take time off without pay.

PTO is a benefit to be used while the staff member is employed. Its purpose is to provide respite for the employee from the rigors of daily employment. Accrued PTO days should not be viewed as a cash reserve and cannot be redeemable for cash payments. PTO shall not be approved for redemption if an employee is dismissed from employment for any reason.