



## Paid Time Off Policy

*ALKU believes that a balance between work and non-work activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, ALKU has designed a paid time-off (PTO) policy that incorporates vacation, personal, and sick leave into one program. Employees are responsible for managing their own PTO hours to allow for adequate reserves if there is a need. In addition to vacation, PTO is designed to cover leave for personal time, personal sickness, family sickness, family activities, and extra holiday time.*

### **PTO Accrual Calculation:**

- Employees begin accruing PTO on their start date with ALKU.

<b>Years of Service</b>	<b>Accrual Rate per Week</b>	<b>Annual PTO Accrual</b>	<b>Maximum PTO Accrual</b>
0-3	2.3077	15 days (120 hours)	25 days (200 hours)
3-6	2.7692	18 days (144 hours)	28 days (200 hours)
6+	3.2308	21 days (168 hours)	31 days (200 hours)

\*Annual PTO Accruals are based on:

A. An employee having 2,080 hours of pay per year (40 hours per week), not including Over Time

B. Calendar year

\*\*No PTO hours will accrue beyond the maximum accruals listed.

### **PTO Approval:**

- All PTO must be preapproved by (unless told otherwise) and prescheduled with ALKU. PTO may be taken in

hourly increments. Approval for all scheduled time away is subject to applicable workloads.

- In case of an emergency, however, employees shall be allowed to take unscheduled PTO with less than 24 hours' notice and regardless of applicable workload.
- For a step by step guide on how to request time off in ADP, please see the instructions below labeled: " Step by Step Guide On Requesting Time Off in ADP" .

**PTO Use:**

- PTO is used to bring a timecard to 40 hours for a week if the employee does not have a total 40 worked and Holiday hours in the timecard.
- PTO cannot be used to as overtime or EWW hours.

**Pre-Accrual/ Borrowing Against PTO:**

- Employees may borrow against PTO hours (with approval of ALKU) of up to 40 hours (5 days). Employees must use and/or borrow against 40 hours (5 days) before becoming eligible for Leave Without Pay (LWOP) and must get ALKU's approval.

**Carrying Over Accrued PTO:**

- A maximum of 80 hours (10 days) of unused, accrued PTO hours, may be carried over from one calendar year to the next, i.e. from December 31st to January 1st. Exceptions to the carryover policy will be subject to the employee's ALKU supervisor's discretion.