

Subject: Time Off Policy

Organization: Speck Pumps

Vacation and Personnel Time Off (PTO)

The company believes that employees should have opportunities to enjoy time away from work to help balance their lives and recognizes that employees have diverse need for time off from work.

The company has established the following paid time off policies in effort to meet those needs. Employees are Responsible for managing their own personal and vacation hours to allow for adequate reserves if there is a need to cover vacation, illness, appointments, emergencies or other situations that require time off from work.

Our vacation/personal time off runs on a calendar year.

Vacation

Full time employees and employees who work at least thirty-five hours per week, (exclusive of meal Breaks, on a regularly scheduled basis) are eligible to take paid vacation at such time as is mutually agreed upon with their immediate supervisor.

After completion of the first year of full-time employment:

- 80 hours (10 working days)
- If employee is hired on or after the 1st of the year, they will earn 3.0769 hours each pay period they are paid. Their vacation hours will be available the following January.
- For every three years of full-time employment, an additional 8 hours will be added.

At the beginning of each year, the President may designate up to a maximum of three (3) mandatory employee vacation days. All employees will take those specified days as vacation days and the company will be closed for business. These hours will be deducted from your existing vacation and designated to the closed days.

All vacation requests should be made at least 48 hours in advance by completing a Vacation Request **via the payroll system**. Additional time off, without pay, may be requested, up to a maximum of five days per year.

Employees accrue vacation from their first day of employment but are not eligible to take accrued vacation until after one year of continuous service has been completed. Vacation time does not accrue while an employee is on leave without pay or on disability. Employees are encouraged to take their annual vacations.

At the end of the year any remaining vacation hours will be forfeited.

Accrued Personal Leave (PTO)

Employees may accrue up to 52 hours per year (6.5 days) to be used at the employee's discretion. Employees should give a minimum of 24-Hour notice of advanced approval *via the payroll system* prior to taking a personal leave day.

If the personal leave day is taken due to illness or personal emergency, the employee must notify their lead supervisor a minimum of one hour prior to the employee's scheduled starting time, and indicate if possible, their estimated length of leave. Failure to call in to report the employee's absence for three consecutive days will be considered a voluntary resignation.

Hourly employees will accumulate one (1) hour leave for every week in which they are paid for at least (39.5) hours and start and end each day at the scheduled time. This will be awarded at the end of each two (2) week pay period. If the employee obtains prior approval from their supervisor,

They may make up that time within the pay period and still qualify for the accumulation of leave at the end of the pay period.

Salaried employees will accumulate one (1) hour leave for every week in which they work forty (40) hours and the demands of their position are met. This will be awarded at the end of each two (2) week pay period.

Employees may not borrow paid personal leave days. Only those personal leave days that have been earned may be taken as paid personal leave days. If an employee is sick and has no accrued personal leave days, the time will have to be taken without pay.

Personal Time Off days do not accrue while employees are out on leave, without pay.

Other types of time away from work

Time Off for Death in the Family

Full and part time employees may take up to three (3) days of leave, with pay, for the death of an immediate family member (parents, spouse, domestic partner, sibling and child). Full and part time employees may take one (1) day of leave, with pay, for the death of a family member as listed; (in-laws or grandparents)

Jury Duty

Speck Pumps will pay one (1) day of regular wages to Full time employees and employees who work at least thirty-five hours per week, (exclusive of meal breaks, on a regularly scheduled basis) summoned for Jury Duty. Employee must submit a copy of the Jury Summons to Human Resources and complete appropriate paperwork for time away from work.

Termination

All full-time, regular employees who resign or are terminated (other than for gross misconduct) will receive payment for any earned unused vacation allowance for that calendar year, provided a resignation, 2 weeks' notice was given.

Employees terminated for gross misconduct will not be provided any vacation pay. Gross misconduct refers to misappropriation of company property, disclosure of confidential information, violation of a conflict of interest policy, unlawful discrimination, fighting, violation of the company's drug and alcohol policy, and criminal acts on company premises or during work hours.

Upon termination of employment, there is no cash reimbursement for unused Personal Time-Off (PTO) days.