

## ***Paid Time Off (PTO) Eligibility-Hourly Non-Exempt Employees***

Castle accrues PTO to all hourly employees according to the following criteria.

### **Level # 1-Part-Time Employees**

From the first day of employment, PTO is accrued at a rate of .03333 per hours worked.

Example. If an employee works 40 hours in a pay period, he/she would accrue 1.34 hours of Paid Time Off

### **Level # 2-Full-Time Employees**

1<sup>st</sup> day of employment through the last day of the 5th year, employees will accrue .0385 hours of PTO per hours worked including over time. This equates to two weeks of PTO based on 52, 40 hour weeks. PTO is calculated based on PTO taken as well as paid holidays.

### **Level # 3-Full-Time Employees**

1<sup>st</sup> day of the 6<sup>th</sup> year through the last day of the last day of service, employees will accrue .0576 hours of PTO per hours worked including over time. This calculation offers three weeks of vacation based on 52, 40 hour weeks and includes PTO taken as well as paid holidays. At this time, CBRI offers a maximum of 120 hours of PTO. But additional paid time off is available. See Emergency and Medical Leave Policy.

## ***Requesting Time Off***

PTO requests will be made in writing, using the Request for Time Off form. The time off must be approved by the employee's direct supervisor and as much advance notice as can be given is required to allow for scheduling modifications, if necessary. PTO may be taken at any time during the year after eligibility with the following provisions:

- Employees can use PTO at their discretion.
  - CBRI encourages use of PTO to cover payroll hours during the winter months.
  - The Employee's manager must approve PTO in advance whenever possible.
  - A holiday observed by the company that falls during the vacation period will be considered as a paid holiday and not vacation time. Job requirements will always have precedence over vacation schedules.
  - Length of service will be considered in the event that a conflict of vacation schedules arises.
  - Any employee who has completed 30 days of service is eligible to use PTO.
  - PTO days are not considered as time worked and are not eligible for overtime.
  - PTO hours are paid at the employee's normal hourly pay rate.
- 
- Employees who do not complete 90 days of service or who leave without a proper two (2) week notice will not be paid accrued PTO on their last payroll. (separation payroll)
  - Accrued PTO will be capped at 3 weeks (120 hours). Once 3 weeks of PTO accumulate, no additional time will be added to the employee's bank until the bank falls below 3 weeks. The employee is responsible for using paid time off to avoid reaching the cap.



