

Castle Building & Remodeling

UNLIMITED TIME OFF POLICY FOR SALARIED EMPLOYEES-(full-time & part-time)

Know what is acceptable--- and What's Not

A minimum of two weeks off during a calendar year is minimum requirement to infinity as long as sales and production goals are met. These goals are laid with the annual sales and production goals provided by your supervisor. New salaried employee will be allotted 80 hours of PTO after 30 days of employment. These hours will not be paid out upon termination or resignation. After one continuous year of service or production/sales goals have been met, whichever comes first, salaried employee will roll into unlimited status.

Communicate your Time-off plans. Communication should be handled timely and professionally. Use the Paid Time off requests and get appropriate approval by your supervisor. Give as much notice as possible. Requests should be given to your supervisor and emailed to hr@castlebri.com.

There is a limit of two consecutive weeks per occurrence. Upon returning to work after a two week vacation or illness, employees will not be allowed to take an additional two consecutive weeks for a minimum of six months or 26 weeks. If there is a health related illness or injury or emergency that takes an employee out of their position for more than two weeks, please discuss short-term disability options with your supervisor. HR has forms for the Family Medical Leave Act. FMLA is a Federal Mandate that secures an employee's position while they are off without pay. Castle believes in a work, life balance so your supervisor will work with you on getting the time you need off, if at all possible whether it is with or without pay.

Understanding Minnesota Law regarding PTO: Under Minnesota law, employers may impose condition on an employee's right to receive payment in lieu of PTO or Vacation. Minnesota only considers it "Non-Forfeitable" as it is described currently in our handbook. But, Minnesota is NOT a Non-Forfeitable state. Participation in the Unlimited Time Off policy is mandatory for Castle Building & Remodeling salaried employees whether full or part-time.

I _____ acknowledge and accept that CBRI will not be accruing PTO. I acknowledge and accept that I will not be paid out for any PTO upon separation or termination.

DATE