

## Paid Time off (PTO) Payout Policy

Paid Time off is for our employees to take care of themselves when they need it; it could be used to run errands, relax or to take time off when you are not feeling your usual self. Eligible employees accrue paid time off based on how many hours they work and their years of service. At times an employee may benefit from a PTO payout.

*This payout will take place year in November. Payouts will be added on your November 15th paycheck.*

Here are guidelines for an employee to request PTO Payout:

- Payout can be requested through Human Resources using PTO Payout Request Form.
- A minimum of 10 hours will be paid out.
- A maximum of 40 hours will be paid out.
- After deducting your requested payout hours a minimum balance of 40 hours must remain.
- Request forms must be submitted 2 weeks prior to November 15<sup>th</sup>.
- Payout will be calculated at your current rate of pay and federal and state withholdings will apply and be deducted.

Please call Human Resources if you have any questions.