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# ***Brock***



## **BROCK WEST COLORADO SUPPLEMENT TO EMPLOYEE HANDBOOK**



# Paid Time Off & Leaves of Absence

## Section 1 - Paid Time Off (PTO)

It is the policy of the Company to provide annual Paid Time Off (PTO) to eligible employees in accordance with the guidelines established within this State Supplemental Policy. Eligibility for PTO is typically determined by specific job classifications and is provided at the discretion of the Company.

Eligible employees may use available PTO for vacation, illness, and for any other time away from work. PTO is intended to provide a pool of days for employees to have the benefit of paid time off for vacation, illness, and other time away from work.

PTO must be used during the year or it will be forfeited. Accrued and unused PTO shall not be considered earned compensation and will not be paid out upon termination unless specifically mandated otherwise by law.

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### • Amount & Eligibility

Once employees enter an eligible employment classification, they begin to accrue PTO. Time during which employees are on any type of leave of absence will not be counted for determining PTO eligibility. In the event of any rehire after more than sixty (60) days since the last period of employment, the employee's service date and PTO eligibility will restart. Eligible employees can request the use of PTO as soon as it is accrued.

- Employees who are eligible for 32 hours of PTO accrue at the rate of .62 hours per regular 40-hour pay period.
- Employees who are eligible for 72 hours of PTO accrue at the rate of 1.38 hours per regular 40-hour pay period.
- Employees who are eligible for 112 hours of PTO accrue at the rate of 2.15 hours per 40-hour pay period.

State and local laws may specify different methods than those stated in the Handbook and will prevail where applicable.

## • Salaried and Overhead Employees

The amount of PTO salaried or overhead employees may take each year increases as noted below, based on the length of their employment. The PTO year begins on January 1 and ends on December 31.

Specific eligibility by tenure is defined as follows:

Eligibility	Date of Hire to Dec 31 of 4th Yr	Jan 1 of 5th Yr to Dec 31 of 9th Yr	Jan 1 of 10th Yr & Beyond
All Salaried & Overhead Employees	32 Hrs	72 Hrs	112 Hrs

## • Part-Time Employees

Part-time overhead or salaried employees are eligible for PTO on a pro-rata basis based on the employee's average number of hours per week during the PTO year (i.e. someone working 75% of full time hours would earn 75% of PTO eligibility). Employees working less than twenty (20) hours per week are not eligible for PTO.

## • Site-Based Employees

For AllSafe, Brinderson and Shultz non-union eligible employees, PTO is available after five years of continuous service/ employment.

The following guidelines describe minimum PTO eligibility for employees who work at customer sites or Company field offices and who are considered to be site personnel. Site personnel typically include billable employees supporting specific customers or jobsites. Individual locations may have varied benefits according to business conditions and customer contracts. For any questions about eligibility, contact your Human Resources Business Partner. To determine if a job classification is eligible for PTO, employees should contact their supervisor or the Human Resources Department.

Specific eligibility by position is defined as follows:

Eligibility	One Yr Anniv to Dec 31 of 4th Yr	Jan 1 of 5th Yr to Dec 31 of 9th Yr	Jan 1 of 10th Yr & Beyond
Site Manager, Superintendent	Not Eligible	32 Hrs	72 Hrs
General Foreman, Foreman, HSE, Timekeeper, Planner, Site Admin	Not Eligible	32 Hrs	32 Hrs
Leadman, Craft, All others	Not Eligible	32 Hrs	32 Hrs

- ## Unused PTO

PTO is considered earned compensation, and any unused PTO at the end of the calendar year or upon termination of employment shall be paid out.

Employees shall not be paid for PTO unless time is actually taken off from work. Any PTO taken shall not be considered as hours worked for purposes of calculating overtime.

- ## Using Available PTO

Unless state law or job site requirements mandate otherwise, PTO can be taken in increments of at least one (1) hour. Check with your immediate supervisor for more information about the process for approval of PTO in your location or Business Unit.

- ## PTO For Scheduled Vacations & Other Needs

Scheduled PTO for vacation and other needs requires prior approval of the employee's supervisor. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve PTO scheduling conflicts based on length of service. However, employees who want to change their plans after the PTO schedule has been set may lose that consideration.

## Section 2 - State Required Paid Sick Leave

- **Purpose:**

The purpose of this Sick Leave Policy is to provide guidelines and procedures for employees who are unable to perform their duties due to illness or injury.

- **Eligibility:**

All regular full-time and part-time employees are eligible for sick leave benefits.

- **Granting of Sick Leave:**

48 hours of available sick leave will be granted at the beginning of each year for non-union employees. Unused sick leave will not be carried over to the following year.

- **Notification Procedure:**

Employees are required to notify their immediate supervisor as soon as possible, but no later than 1 hour before their scheduled work time if they are unable to report to work due to illness. In the case of unforeseen circumstances, employees should notify their supervisor as soon as reasonably possible.

- **Use of Sick Leave:**

Sick leave may be used for the employee's own illness, injury, or medical appointments, as well as for the illness or medical appointments of immediate family members.

- **Payment during Sick Leave:**

Employees on sick leave will be paid at their regular rate of pay. Payment for sick leave will be made according to the company's regular payroll schedule.

Unused sick leave will not be paid out upon termination. It will be reinstated if rehired within 6 months from date of termination.

- **Return to Work:**

Employees returning from sick leave may be required to provide a fitness-for-duty certification from a healthcare professional, stating that the employee is able to resume work.

## • Abuse of Sick Leave:

Any abuse or fraudulent use of sick leave may result in disciplinary action, up to and including termination of employment.

This Sick Leave Policy is subject to change at the discretion of the Company. Employees will be notified of any changes in advance. Any question should be directed to the Human Resources Department.