



# PTO Guidelines

## *Hourly Team Members*

*Effective January 1, 2023*

### **OBJECTIVE**

The purpose of Paid Time Off is to provide team members with flexible paid time off from work that can be used for such needs as vacation, personal, or family illness, doctor appointments, school, volunteerism, and other activities of the team member's choice. The company's goal is to recognize the importance of providing personal time for our team members while reducing unscheduled absences across the organization.

### **ELIGIBILITY**

Both hourly and salary full-time team members are eligible for paid time off (PTO). Accrual of PTO begins upon date of hire or when a team member is converted to full time status. PTO is not available for use until first of the month following 60 days of employment.

### **ACCRUAL RATES**

The Company provides PTO according to the following accrual schedule determined by anniversary date:

<b>Hourly</b>		
<b>Taken in 1 hour increments</b>		
<b>Years of Service</b>	<b>PTO-Hours</b>	<b>Max Carry over</b>
0-1	40 hours	20 hours
1-3	80 hours	40 hours
4+	120 hours	60 hours

Accrual rates are based on hours worked and are capped at 40 hours in a single work week.

### **NOTIFICATION & APPROVAL**

Use of PTO must be approved by the team member's manager in the Company Human Resource Information System. It is the general policy of Mammoth Holdings to approve requests for PTO, unless there are extenuating circumstances. PTO is approved on a first come, first served basis.

If a team member wishes to use three (3) or more full days of paid time off consecutively for a foreseeable or planned absence, the team member must submit a request to his or her manager at least two (2) weeks in advance of the requested time off. Similar notice should be provided for foreseeable or planned time off of shorter duration as well. Every effort will be made to grant requests, consistent with our operating schedule. However, if too many people request the same period of time off, the Company reserves the right to choose who may take time off during that period. Certain blackout periods for requesting time off may apply.

If a team member will be out of work due to illness or due to any other emergency for which advanced notice under the above paragraph could not be provided, the team member must call in and notify their manager as early as possible, but absolutely no later than two (2) hours before the start of that team member's work shift (unless there are reasonable extenuating circumstances that prevented such notice).

If a team member will be out of work due to illness or emergency for more than 7 days, the team member should notify their manager and follow the Company Leave of Absence procedure.

### **ADDITIONAL PRACTICES**

PTO should be simultaneously exhausted with an FMLA leave. Team members should utilize PTO prior to taking an unpaid non-FMLA leave. Additionally, team members may not "borrow" future or unaccrued PTO. Payment in lieu of PTO is not available.

Team members are not permitted to accrue more than the accrual cap based on a team member years of service plus the max carry over amount that applies to that team member based on their years of service.

All accrued PTO is managed and recorded within the Human Resources Information System. Any team member that has questions as to the amount of accrued PTO remaining should access their balance through the Paylocity self-service portal or contact the Payroll Department via e-mail at [Payroll@mammothholdings.com](mailto:Payroll@mammothholdings.com).

Unless otherwise required by applicable law, team members will not be paid for any unused accrued PTO leave benefits upon the end of employment. Team members who voluntarily resign from their employment may receive pay for unused, accrued PTO leave benefits if they provide two weeks notice prior to the last day of work and depart on good terms, as determined in the sole discretion of the Company.