

Time Off & Approved Leave

Paid Time Off (PTO) SALARY EMPLOYEES

We provide employees with paid time off (PTO). PTO may be used for vacation, sick time, or other personal matters.

Eligibility

All full-time regular employees are eligible to receive PTO after completing 90 days of employment.

Deposits Into Your Leave Account

PTO is calculated according to the calendar year, which begins on January 1 and ends on December 31.

The amount of PTO received each year is based on your length of service and is granted in a lump sum at the beginning of each year up to a maximum annual grant as shown below:

- 90 Days to one year of employment: 1 week annually.
- Second and third year of employment: 2 weeks annually.
- Fourth year of employment: 3 weeks annually.
- 10 Years and over 4 weeks annually.

PTO granted during your first year of employment will be prorated based on your hire date.

Leave Usage and Requests for Leave

Company encourages you to use your PTO time.

You must request PTO from the CEO or COO as far in advance as possible, but at least 2 weeks in advance. The Company will generally grant requests for PTO when possible, taking business needs into consideration. When multiple employees request the same time off, their length of employment/seniority/collective-bargaining agreement may determine priority in scheduling PTO times. You must take PTO in increments of at least 1/2 days.

During a Leave of Absence

Company may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

Carryover

You may not carry over unused PTO to the following year. Any unused PTO will be forfeited at the end of the calendar year.

Separation of Employment

Upon separation of employment for any reason, you will forfeit any earned but unused PTO time unless state law dictates otherwise.

Hourly employees PTO per collective bargaining agreement and state mandates

Sick Leave (NY)

We provide paid sick leave to eligible employees in accordance with New York Law.

Eligibility

All employees are eligible for sick leave.

Reasons for Leave

Sick leave may be used for the following purposes:

- For your own or a family member's mental or physical illness, injury, or health condition regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that you request leave;
- For the diagnosis, care, or treatment of your own or a family member's mental or physical illness, injury, or health condition or need for medical diagnosis or preventive care; or
- For your absence from work when you, or your family member, has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking and you need to:
 - Obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase your safety or the safety of your family members;
 - Meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - File a complaint or domestic incident report with law enforcement;
 - Meet with a district attorney's office;
 - Enroll children in a new school; or
 - Take any other actions necessary to ensure your or a family member's health or safety or to protect those who associate or work with you.

If you are responsible for the domestic violence, family offense, sexual offense, stalking, or human trafficking, you are not eligible for leave under this policy.

Family member means:

- Your child, spouse, domestic partner, parent, sibling, grandchild, or grandparent; or
- The child or parent of your spouse or domestic partner.

Parent means:

- Your biological, foster, step- or adoptive parent; or
- A person who acted as your legal guardian or a person who stood in loco parentis when you were a minor child.

Child means:

- Your biological, adopted, or foster child;
- A legal ward; or
- A child for which you stand in loco parentis.

Accrual and Usage

Eligible employees accrue one hour of sick leave for every 30 hours worked, beginning on their first day of employment or September 30, 2020, whichever is later. You may begin using accrued sick leave on

January 1, 2021. You may use up to a maximum of 40 hours of sick leave in a leave year. For purposes of this policy, a leave year is defined as the period beginning with the later of your date of hire or September 30 2020 and continuing until January 1 of the next calendar year. As of January 1, the calendar year will be the basis of the leave year. The minimum increment of sick leave that you may take at one time is 1/2 day. Unused sick leave will carry over to the following leave year; however, you may still only use 40 hours of sick leave in a leave year.

Each Union Employee will be subject to their Union Policy/Contract as it is written to comply with the NY State Policy.

Compensation

You will be paid at your regular rate of pay or the applicable minimum wage, whichever is greater.

Notice

If the need for leave is foreseeable, you must provide reasonable notice of your need for leave. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

Confidentiality

Details surrounding your request for leave will be kept confidential, except as required by federal or state law or as necessary to protect your safety in the workplace. You will not be required to disclose the nature of any medical condition or of any domestic violence/sexual offense matter necessitating the need for leave.

Recordkeeping

You may request (verbally or in writing) a summary of the amounts of sick leave you have accrued and used in the current calendar year and/or any previous calendar year. This information will be provided within three business days.

Payment Upon Termination

You will not be paid for any unused sick leave when your employment ends.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Holidays

We offer the following paid holidays each year for all employees who have been with the company for a consecutive 90 day period or more.:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day

- Thanksgiving Day
- Christmas Day

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular scheduled vacation day, your vacation bank will not be reduced.

You will be compensated for holidays in accordance with federal and state law and collective bargaining agreements

Blood and Bone Marrow Donation Leave Policy - NY

We provide those employees who work an average of 20 or more hours per week:

- Up to three hours of unpaid leave in any calendar year to donate blood. You must give reasonable notice of at least three working days of your intent to take leave to give blood. Provide documentation to your Supervisor/Foreman immediately after such leave is taken.
- Unpaid time off, as determined by your physician, not to exceed 24 hours without Company approval to undergo a medical procedure to donate bone marrow. If you seek leave to donate bone marrow, you must provide verification from a physician setting forth the purpose and length of each leave required.

The Company will not retaliate against employees who request or take leave in accordance with this policy.