

Policy	PTO Policy
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1.0 PURPOSE

Finalsite recognizes that employees have diverse needs for time off from work and that such time off is important to their health and well-being. The company provides paid time off (PTO) as a benefit to employees.

2.0 SCOPE

This policy applies to all full-time employees and will be administered on a calendar year basis.

3.0 POLICY

- All employees are required to record their attendance by utilizing NetSuite for time off requests.
- Employees are granted PTO based on their length of service, as described in section 5.0
- PTO requested before it is earned is subject to direct manager's approval.
- PTO will be applied for all absences from work.
- Any planned unpaid time off requests must be approved by the senior leader of the department and the chief people officer. Example: an employee who must take PTO for an emergency or unforeseen circumstance however the PTO balance is exhausted.
- Unpaid time off requests shall be made 30 days in advance whenever possible.
- All employees are encouraged to use their PTO by the end of the calendar year (12/31).
- At the end of the year, employees are able to carry over 5 unused PTO days into the next calendar year*. All days carried over must be used by March 31 of the following year (ie. if you have 3 days to carry over from 2021 to 2022, you must use those days by 3/31/22 or they will be forfeited).
- Employees do not reserve the right to denote which time away from work will be covered by PTO. People Operations will apply PTO as needed.
- While on a Leave of Absence (LOA), PTO will be applied first. PTO must be used for all leaves of absence, short term disability, workers compensation, personal leave of

absence, etc. PTO will be applied to ensure employees receive as close as possible to 100% of their weekly compensation.

4.0 PLANNING PTO

- PTO may only be taken with the prior approval of a manager. Approval of PTO is not always granted, and is based upon the needs of the company and department.
- PTO should be scheduled at least 7 days in advance and no less than 48 hours whenever possible. PTO requests totaling more than one week should be submitted at least 2 months in advance and approved by the Senior Leadership Team member overseeing the department.
- PTO is approved on a first-come, first-serve basis and administered in one-hour increments.
- Employees may choose to use PTO in the event of business interruptions such as natural disasters or state/federal emergencies.
- Employees are allowed to carry negative balances of PTO for the duration of a calendar year, until that negative balance is added to the new year's total available hours**. The maximum amount of negative hours allowed is 40.
- Exceptions to the above rule include new hires who have PTO time planned and have received approval prior to their start date. The PTO time deducted will be reflected in the next year's PTO allotment.

5.0 ELIGIBILITY AND EARNED HOURS CHART*

Length of Service PTO Annual – Accrual

U.S.

Length of Service	PTO benefit
1st month of hire	20 days
5+ years (1st of the year after 5 years of service)	25 days

U.K.

Length of Service	PTO (Sick/Holiday) benefit
1st month of hire	25 days
7+ years (1st of the year after 7 years of service)	27 days
10+ years (1st of the year after 10 years of service)	30 days

- Employees who are approaching a milestone anniversary will receive the next PTO time accrual at the start of the calendar year following that employee's anniversary.
- Employees cannot progress to the next PTO tier until they have hit the year anniversary mark commensurate with the PTO increase.

6.0 RESPONSIBILITIES

- Employees are responsible for understanding how PTO hours are earned, keeping track of hours earned/utilized, obtaining approval for PTO within the guidance of this policy, and to accurately record time taken.
- Employees are responsible for recording PTO time for day(s) away from the workplace. In the event that an employee is not able to access the NetSuite time keeping system, the task defaults to the direct manager.
- Managers are responsible for communicating staffing expectations. Managers also determine guidelines for the application of PTO within their units/division based on the needs of the business, customer traffic patterns, and trends.
- Managers are responsible for responding to PTO requests within five business days. Employees should be provided with a reason for any denied PTO requests.
- Employees who are not allowed to utilize allotted PTO time should discuss possible accommodations with their manager and the People Operations Department.
- People Operations is responsible for administering the policy and to assist management and employees with resolving conflicts or issues that may arise when administering this policy.



7.0 COMPANY OBSERVED HOLIDAY(S)

In addition to PTO, employees earn the benefit of the following:

U.S.-based employee

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Thanksgiving Day
- Thanksgiving Day - Friday
- Christmas Day
- Boxing Day

U.K.-based employee.

- New Year's Day
- Good Friday
- Easter Monday
- Early May Bank Holiday
- Spring Break Holiday
- U.S. Independence Day
- Summer Bank Holiday
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day
- Boxing Day

8.0 NEW HIRES /REHIRES

- In the first calendar year of employment, eligibility for new hires and rehires is prorated.
- New and rehired employees earn time upon hire. The total amount of hours corresponds to the number of hours which will be earned through 24 pay periods.
- If an employee is rehired, within one year of prior service, the prior length of service will be included when determining the eligible PTO hours.



9.0 PAYMENT UPON TERMINATION

- Earned PTO will be paid out upon the payroll processing date after the terminated employee's last paycheck for time worked. This applies to employees who leave in good standing, who have provided at least two weeks notice (14 calendar days), and who have not been terminated for cause.
- Employees with titles of Chief or Vice President must provide a minimum of four weeks notice (30 days).
- Any request for an exception to the eligibility or payment of PTO related to termination must be reviewed and approved in advance by the Chief People Officer.
- If an employee uses more PTO than accrued, payment must be made to reimburse Finalsite. Finalsite reserves the right to deduct the amount from the final paycheck.

10.0 CASH OUT - Finalsite employees only

- Employees may choose to cash out (receive payment) for up to three days (24 hours) of unused PTO. Payments will be made the last pay period in December. All applicable taxes, withholdings, and 401K deductions will be deducted.
- Employees must submit the Annual PTO Form no later than the communicated deadline.

11.0 BUY UP

- Employees are able to purchase a maximum of 5 days (40 hours) of PTO for the next calendar year, the cost of which is spread over 24 pay periods.
- Employees must denote interest in this policy using the Annual PTO Form.
- The purchase must be made by December 31 annually. The payments will be deducted from each pay period.
- This election is irreversible.

12.0 BUY DOWN

- Employees are able to "sell back" 5 days (40 hours) of PTO if they anticipate they will not use it. For example: If you are awarded 25 days and you only need 20, you can sell back 5 days.
- Employees must denote their interest in selling back PTO for the coming year using the annual Annual PTO Form in December.
- The buy down must be made by December 31 annually. The payments back to the employee will be made spread over each pay period (24 total annually).
- This election is irreversible.

13.0 Exceptions

- Employees will be granted military leave in accordance with all applicable laws.
- Employees must use PTO for bereavement beyond the normal allowable benefit (3 days).
- Employees should work with their manager and People Operations for any type of medical-related situation.
- Any request for an exception to the eligibility or payment of PTO time must be reviewed and approved in advance by the Chief People Officer.

14.0 SPECIAL ACCOMMODATIONS

- Effort will be made to reasonably accommodate PTO requests for employees with a disability or religious beliefs. Employees should contact their direct supervisors to request such reasonable accommodation. Supervisors will work with People Operations to evaluate any requests.

*subjected to rules/procedures

**some restrictions apply

Finalsite has the right to modify, alter or change the terms of this policy at any time with or without notice.



(sample form)

PTO OPTIONS FOR 2021 & 2022 - FS

Please fill out this form to let me know what you wish to do with your PTO. Please submit it to hr@finalsite.com no later than Monday, December 13, 2021.

Your email will be recorded when you submit this form

* Required

Name *

Your answer

Department *

Your answer

2021 OPTION BUY BACK - please select the number of un-used hours from your 2021 PTO allocation to sell back (Maximum of 24 hours) *

Choose

2022 LEAVE OPTIONS *

Use the company provided plan. I don't anticipate any changes to my compensation/expected time off

I wish to buy 40 hours PTO for the 2022 leave year @ a cost of my ending 2021 weekly salary

I wish to sell back 40 hours PTO for 2022 leave year @ a price of my ending 2021 weekly salary