

Paid Time Off Policy

Paid Time Off (PTO) starts accruing upon hire, after 90 days. Eligible employees must regularly work at least 40 hours per week. Employees working less than 40 hours per week are not eligible for PTO.

Use and Scheduling of PTO

You must use PTO when taking time off from work for any reason. All PTO requests are subject to your supervisor's approval as well as team or department staffing needs. We understand that unscheduled absences occasionally happen; however, when possible, PTO should be scheduled in advance. If the frequency of unscheduled absences becomes excessive, corrective actions will be taken, up to and including termination.

You must use your PTO hours according to your normal workday. For example, if you work an eight-hour day and need to take off a full day, you must request eight hours of PTO. PTO is paid at your regular pay rate and is not subject to overtime.

Availability

You can use your PTO accruals in the pay period following completion of 30 days of employment. All hours you accrue after that time can be used in the pay period following the period they are accrued in.

Accrual and Payment of PTO

Accruals are based upon paid hours of up to 40 hours per week, excluding overtime. the rate of your accrued PTO is [\$\$] . You will not accrue PTO on unpaid leaves of absence.

Payment upon Termination

After 90 days of employment, you will be paid for all PTO hours you accumulated but did not use if you resign, retire, or otherwise separate from the company.

Cash Out

Every December, you can elect to cash out up to a maximum of 80 hours of the unused PTO you earned over the past year. Accrue PTO is not rolled over to the next year.

Department of Human Resources

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