



## Paid Time Off Policy

### Full Time Hourly Employees

**Scope:** All Eligible Big Blue Marble Academy Team Members

**Overview:** Our team members work hard to provide our customers with competitive services and contribute to the growth of the Company in so many ways. BBMA recognizes these efforts and greatly appreciates them. In order to give our best performance and live a well-balanced life, we all need to take time off to rest and recharge. To that end, the Company has adopted a Paid Time Off policy for all eligible team members.

**Objective:** Paid Time Off is an incentive for all eligible BBMA team members, allowing for pre-approved, scheduled time off at a compensation rate in accordance with all applicable state and federal laws.

#### Amount of Paid Time Off (PTO) Awarded:

1. PTO may be used for vacations, personal needs (such as medical appointments of family obligations), illness, and any other circumstance mandated or permitted by law in the team member's state or locality of employment.
2. Full-time (35 hours or more accrued hours per week) team members will receive the following amounts of PTO per calendar year upon hire with the company. These rates will be prorated in accordance with start date and will be accrued at a rate of 6.66 hours per month thereafter.
3. New hires will have their annual PTO benefit pro-rated for the time worked in their first year. Prorated time is eligible for PTO after 60 days of service and will be pro-rated at a rate of 6.66 hours per month. Employees hired the last 60 days of the fiscal year will have full year benefits in the subsequent year, after 60 days of service.
4. For instance, if you begin work in February of the calendar year:
  - a. You will be accruing 6.66 hours of PTO per month for the year after 60 days of service (for a total of 53.28 hours of PTO by December).
  - b. Should you begin in March of the calendar year, you shall accrue at the same rate of 6.66 hours of PTO per month, following your first 60 days of employment (for a total of 46.62 hours of PTO by December).

Center Staff		
Years Employed	Annual Benefit	Days Per Year
Hire Date	Days per year prorated for time employed – eligible after 60 days (accrued at 6.66 hours per month following 60 days of employment)	Up to 10
More than one year of service as of Jan 1	Full benefit available Jan 1	Up to 10
More than five years of service as of Jan 1	Full benefit available Jan 1	15
Over ten years of service as of Jan 1	Full benefit available Jan 1	20

5. Part-time and temporary employees are not eligible for PTO time.

**Eligibility:**

All eligible, full-time new hires can begin using their PTO after sixty (60) days of employment, provided they are actively employed, and abiding by the proper request process. This eligibility will apply to all employees.

**Using PTO:**

All PTO requests for vacation or personal leave must be submitted in writing to your hiring manager and HR representative at least two weeks prior to the dates of requested PTO through Paycor. Only a maximum of 5 PTO days, up to 40 hours, may be used per month unless authorized by local management. Requests to use PTO for vacation or personal leave will be approved based on consideration of the Company’s business and staffing requirements.

Team members seeking to use earned PTO for illness, injury, a medical condition, medical appointments, or other qualifying reasons under state or local law should inform their supervisor of the need for leave as soon as possible. The Company may request verification of the reason for the leave from a qualified medical professional if the team member has used accrued PTO for illness, injury, a medical condition, medical appointments, or other qualifying reasons for more than three consecutive days.

PTO is paid at the team member’s base rate of pay at the time of PTO, or the equivalent of FLSA minimum wage for unit pay employees. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. PTO which is taken

does not count towards “hours worked” for purposes of calculating overtime for non-exempt team members.

Each Company region will have a cap as it pertains to the number of team members who can take PTO at any given time. The request for PTO shall be awarded based on a first come, first serve basis. If the team member’s region has already met their maximum number of PTO requests at any given time, the PTO request shall not be granted.

All PTO must be requested in Paycor and approved by your designated supervisor to be utilized. Any non-approved PTO, or PTO that is not submitted through Paycor, will not be paid out. PTO must be taken in one half or full day increments only.

### **Carryover of PTO**

All PTO time, except where mandated by state law, must be used during the following twelve (12) month period after it is awarded. Unused PTO days will not carry over into subsequent years.

### **Separation from Employment**

The Company’s provision of PTO to eligible team members is a gratuity only, and not considered to be an amount due or wages unless otherwise mandated by state or local law.