



Paid Time Off Policy – Corporate and Center Management

Scope: All Eligible Big Blue Marble Academy Team Members (Corporate)

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 corporate 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.
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 10 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 eligible for 110 hours of PTO for the year after 60 days of service.
 - b. Should you begin in March of the calendar year, you shall earn 100.00 hours of PTO after 60 days of employment.
 - c. April start date – 90.00 hours of PTO after 60 days of employment
 - d. May start date – 80.00 hours of PTO after 60 days of employment, etc.

Corporate		
Years Employed	Annual Benefit	Days Per Year
Hire Date	Days per year prorated at 10 hours per month – eligible after 60 days	15
More than one year of service as of Jan 1	Prorated 10 hours each month, at the first of each month	15
More than five years of service as of Jan 1	Prorated 13.34 hours each month, at the first of each month	20
Over ten years of service as of Jan 1	Prorated 16.67 hours each month, at the first of each month	25

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, up to Vice President level. As such, any corporate employee who is hired as full-time status will be eligible for the outlined above. Per the section “Amount of Paid Time Off Awarded (PTO)” listed above, this time will be prorated based on hire date.

Using PTO:

All PTO requests for vacation or personal leave must be submitted in Paycor at least two weeks prior to the dates of requested PTO. Only a maximum of 5 PTO days, up to 40 hours, may be used per month unless authorized by your manager in writing. 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 department will have a cap as it pertains to the number of team members who can take PTO at the same time at any given time. The request for PTO shall be awarded based on a first come, first serve basis. If the team member’s department 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 calendar year in which 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.