**PTO Accrual Schedules**

# Hourly Schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Total accrued Hours (Days)** | **Accrual Cap** | **Allowed Rollover** |
| Year One | 64(8) | 64 Hours/8 Days | 40 |
| Year Two | 64(8) | 64 Hours/8 Days | 40 |
| Year Three | 80 (10) | 80 Hours/10 Days | 40 |
| Year Six | 88 (11) | 88 Hours/11 Days | 40 |
| Year Seven | 96 (12) | 96 Hours/12 Days | 40 |
| Year Eight | 104 (13) | 104 Hours/13 Days | 40 |
| Year Nine | 112 (14) | 112 Hours/14 Days | 40 |
| Year Ten | 120 (15) | 120 Hours/15 Days | 40 |

**Hourly Paid Holidays:** **Closed – Not Paid:**

* New Year’s Day Memorial Day
* 4th of July Labor Day
* Thanksgiving Day
* Christmas Day

# Salary Schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| Designation | Total accrued Hours (Days) | Accrual Cap | Allowed Rollover |
| Year One | 64(8) | 64 Hours/8 Days | 40 |
| Year Two | 104 (13) | 104 Hours/13 Days | 40 |
| Year Six | 112 (14) | 112 Hours/14 Days | 40 |
| Year Seven | 120 (15) | 120 Hours/15 Days | 40 |
| Year Eight | 128 (16) | 128 Hours/16 Days | 40 |
| Year Nine | 136 (17) | 136 Hours/17 Days | 40 |
| Year Ten | 144 (18) | 144 Hours/18 Days | 40 |

**Salary Paid Holidays:**

* New Year’s Day
* Memorial Day
* 4th of July
* Labor Day
* Thanksgiving Day
* Christmas Day

**Time Off and Leaves of Absence**

ARIZONA FASTENERS recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company grants paid time away from work under its annual Paid Time Off (PTO) policy. An employee may use this leave for any purpose he or she wishes, including vacations, illness or time away from work for personal or family matters. Absences should be scheduled in advance with supervisory approval. Unscheduled absences are strongly discouraged, except in emergency situations.

* **Eligibility:** Staff with less than 90 days of service with the Company may not take time away from work except under special circumstances and with supervisory approval. Full time employees and part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid time off on a pro rata schedule.
* **Usage:** Employees may not take PTO until they actually have earned or accrued the time. New employees accrue PTO at the start of employment but may not take any vacation until they have completed at least 90 days of employment. Generally, employees should submit PTO plans to their supervisor at least 2 weeks in advance of the requested date(s). PTO may be used in 1-hour increments but PTO for a working day will not exceed 8 hours. PTO may be taken for a variety of uses, including but not limited to vacation, illness, bereavement, personal days, and medical emergencies. Managers have the right to designate when some or all of PTO can be taken. PTO should be used in the year it is earned. Full and Part time employees will be permitted to carry-over up to 5 days of accrued vacation to the following calendar year. Employees whose employment terminates will be paid for unused PTO over and above 40 hours providing it is a voluntary resignation and the employee has provided a 2 week notice and successfully completes those 2 weeks. If an employee has a deficit in his or her annual paid time off bank at the time of resignation or termination, or has other balances and/or unreturned equipment belonging to the company, these balances and salary equal to the deficit may be deducted from the employee’s final paycheck.

# Holidays

If one of these holidays falls on a Sunday, the company may choose to close on the following Monday. If the holiday falls on a Saturday, the company will select either the following Monday or the preceding Friday as a substitute holiday.