



Holiday Market 2021 Paid Time Off (PTO) Policy

Effective January 1, 2021, Holiday Market has moved to a Paid Time Off (PTO) Policy which combines vacation/personal/sick time into a single bank of hours for employees to use when taking paid time off from work. PTO is determined upon the average weekly hours worked in the previous year and is deposited into employee PTO banks effective January 1st of each year. PTO hours are to be used by December 31st of each year. Any unused hours are forfeited.

Full and part time employees who have worked one year of continuous service and average at least 25 hours per week are eligible for PTO. Employees averaging below 25 hours per week are not eligible for PTO.

Full time employees will be paid 8 hours for each PTO day used and part time employees will be paid 7 hours for each PTO day used.

The following charts outline the amount of PTO earned after one year of continuous service:

Full time employees averaging 37+ hours per week	
Years of Continuous Service	PTO Accruals
After one (1) year	80 hours (10 days)
After three (3) years	120 hours (15 days)
After ten (10) years	160 hours (20 days)

Part time employees averaging 25-36.99 hours per week	
Years of Continuous Service	PTO Accruals
After one (1) year	Maximum 36.00 hours (5 days)
After three (3) years	Maximum 72.00 hours (10 days)
After ten (10) years	Maximum 108.00 hours (15 days)

New hires: After their first year of continuous service, employees receive PTO in the month they were hired based upon the prorated schedule listed below. Thereafter, PTO is deposited in employee PTO banks on January 1st.

Month hired	PTO Accruals Earned
January	100% PTO based on average hours worked
February	90% PTO based on average hours worked
March	80% PTO based on average hours worked
April	70% PTO based on average hours worked
May	60% PTO based on average hours worked
June	50% PTO based on average hours worked
July	40% PTO based on average hours worked
August	30% PTO based on average hours worked
September	20% PTO based on average hours worked
October	10% PTO based on average hours worked
November	None
December	None

PTO pay-out upon termination: Employees that provide a written two-week notice of resignation and work their scheduled hours over the two-week resignation period, will receive pay for unused PTO earned from the last calendar year. These hours will be paid as soon as administratively possible.

This PTO Policy will supersede any prior policy regarding paid time off (vacation, personal, sick) rules, regulations, or practices of Holiday Market which may be specifically contrary to, or inconsistent with, the terms of this policy.

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