

# Vapor House Distro

## Paid Time Off (PTO) Policy

Vapor House Distro utilizes a PTO policy for ALL employees on payroll with the company who have completed the applicable waiting period. PTO is an all-purpose time-off plan that covers vacations, illnesses, injuries, and personal business through one flexible, paid time off plan.

Full-time hourly and salaried employees may begin utilizing accrued PTO upon hire.

Vapor House Distro's PTO policy is as follows:

Accrual Per Pay Hour	Annual Accrual Amount	Maximum Accrual Amount
0.01925 Hours = 10 hours per 90 days	40 Hours (1 week)	160 hours

Accrued PTO hours will roll-over to the upcoming calendar year. Should an employees reach the maximum accrual amount of 160 hours; the accrued PTO can be paid out to the employee to bring the employees PTO balance down.

**If the employee is terminated or quits without completing a two week notice will NOT receive cash out of their PTO.**

Vapor House Distro reserves the right to make exceptions to the PTO policy on a case-by-case basis in its sole discretion. All PTO approvals, whether with or without pay, will be at the sole discretion of Vapor House Distro.

### PTO Requests

PTO request should be submitted through the Abby HQ Portal by the employee and presented to management at least one (1) week prior to the requested time off. Requests will be reviewed based upon several factors, including business needs and staffing requirements. An employee not reporting for work on a requested but unapproved day is in violation of this policy and will face the appropriate disciplinary action.

Employees will not be allowed to take more than one (1) week of PTO without working at least 40 hours in between requests, without special approval by management. These requests will only be considered in special or extenuating circumstances. Employees may only use PTO in four (4) hour increments.

Employees who are unable to report to work due to emergent or unforeseeable circumstances should notify their store manager or store ops at least two (2) hours before the scheduled start of their workday, or whenever possible. The Warehouse Manager must also be contacted on each additional day of absence. If the Manager is unavailable, the employee may send an email to Kaylyn Ray or Juanita Hill, but the employee is responsible for making sure they speak to the Manager directly at some point to make sure they are aware of the absence.

Any time off that has been approved by Vapor House Distro for which the employee does NOT have enough available PTO hours will be taken as unpaid time off. Vapor House Distro does not allow employees to “borrow” PTO time (i.e., go into the negative).