



Time Off Policies



Paid Time Off

PetCareRx believes that its **employees are the key to what makes a great company**. While work makes up a large portion of an employee's life, we believe that a balance between work and home life is essential in maintaining quality performance and a fun atmosphere in which we work. To help foster this idea, PetCareRx has designed a Paid Time Off policy that incorporates vacation, sick, and personal time. This plan is applicable to all regular full-time employees.

All full-time employees will accrue PTO hours according to the following table:

Non-Exempt Employees (hourly)

<u>Years of Service</u>	<u>Hours per Pay-Period</u>	<u>Days per Year</u>
0-5 years	2.30 hours	15 days
6-15 years	3.07 hours	20 days
16+ years	3.84 hours	25 days

Exempt Employees (salaried)

<u>Years of Service</u>	<u>Hours per Pay-Period</u>	<u>Days per Year</u>
0-5 years	2.61hours	17 days
6-15 years	3.38 hours	22 days
16+ years	3.84 hours	25 days

Management (manager, director, VP)

<u>Years of Service</u>	<u>Hours per Pay-Period</u>	<u>Days per Year</u>
0-5 years	3.07 hours	20 days
6-15 years	3.54 hours	23 days
11+ years	3.84 hours	25 days

PTO is designed to give employees time needed away from their everyday work schedule and to provide time when you are sick or otherwise need time off. We encourage employees to build up a bank of time to cover anything unforeseen that may require you to take time away from work. Time taken prior to accrual will be unpaid and will only be approved in cases of sickness and emergency.

It is important to take time off for vacation during the year to spend with friends and family. We therefore limit the amount of accrued and unused PTO time that you may carry over from one anniversary year to the next to 40 hours.

We understand that there will be cases of sickness and emergency when you need time off that cannot be scheduled but in general we require that you pre-schedule with your manager all vacation and personal leave time at least four weeks prior to taking it. This will provide time to your manager to avoid staffing issues. In certain cases where others in your department have already had time off approved for the same period, your manager may deny this request and require you to select alternative dates. There may also be times in the year when all employees are needed and no time will be granted. We therefore suggest you speak to your manager early in the year to gain pre-approval for your vacation time.

PTO balances are not paid out if an employee decides to leave us or is terminated.

Holiday Pay

At PetCareRx, **your birthday is a holiday!** All employees are eligible to receive a day off to be utilized on their birthday. Or you may use your birthday holiday within a 30 day period following your birthday.

Now, **in addition to your birthday**, PetCareRx normally observes the following holidays during the year:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
1 Floating Holiday	

If one of the above holidays falls on a Saturday, we will be closed on the Friday before, and if it falls on a Sunday, we will close on the Monday after.

Full-time non-exempt employees are eligible for paid holidays after completing three months of employment.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

All employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their supervisor.