

TIME OFF WORK

Paid Time Off (PTO)

FBIN provides Associates with paid time off (PTO) from work. PTO may be taken for any reason, including vacation, sick days, or other personal time away from work. All Associates are encouraged to take their accrued PTO each calendar year.

Accrual of PTO for Full-Time Associates

Full-Time associates accrue PTO each calendar year according to the schedule below. PTO is accrued pro-rata throughout the year at a rate of one-twelfth of the associate's yearly accrual at the end of each month.

Years of Employment	Annual PTO Eligibility
0 – 4 Years	20 Days
5 – 9 Years	25 Days
10+ Years	30 Days

PTO eligibility is based on the years of employment the associate will attain during that calendar year. For example, if the associate will attain 5 years of employment in August 2023, they are eligible to accrue 25 days of PTO beginning January 1, 2023.

Accrual of PTO for Part-Time Associates

Part-Time associates will accrue PTO (based on their years of service) for each hour worked.

Years of Employment	PTO Accrual
0 – 4 Years	.087
5 – 9 Years	.111
10+ Years	.136

No Accrual of PTO/ During Certain Absences

Associates may not accrue PTO during unpaid leaves of absence longer than 6 months or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

PTO Advance

Associates may borrow unaccrued PTO during a calendar year up to the maximum annual PTO accrual set forth above. In other words, associates may use PTO before accruing it. However, if an associate leaves his or her employment for any reason before accruing all PTO used, the associate must repay the company for all unaccrued PTO used.

Requests for PTO

Associates must take PTO in minimum increments of 4 hours. Associates must request PTO from their supervisor/manager as far in advance as possible, but at least one week in advance unless there are extenuating circumstances. FBIN generally will grant requests for PTO when possible, taking business needs into consideration. When multiple Associates request the same time off, their manager may use her/his discretion to determine priority in scheduling PTO times, and may consider factors such as seniority, timeliness of the request, etc.

No Carryover

Associates may not carry over accrued but unused PTO. For office exempt associates, any accrued but unused PTO will be forfeited at the end of the calendar year, (unless where required by law). For office non-exempt associates, any remaining unused PTO will be paid out each year, up to 40 hours, in the January following the end of the applicable calendar year.

Termination of Employment

Upon termination of employment for any reason, Associates will be paid for any accrued but unused PTO days at the Associate's final rate of pay. On termination of employment for any reason, Associates who have a negative balance (i.e., have taken PTO that has not yet accrued as of the date of employment termination) will be required to reimburse the company for the unaccrued vacation. By using vacation before it is accrued, associates specifically authorize the company to deduct the amount owed from the associate's final paycheck.

Attendance

Reliable work attendance is critical within every role, as each individual associate influences our overall success. There may be specific expectations regarding attendance that varies between roles or departments dependent upon business needs that are in addition to those laid out in this handbook. Please see your Supervisor or HR Business Partner for additional information.

HR and Management reserve the right to administer corrective actions when attendance expectations are not met, up to and including termination.