

PAID TIME OFF (PTO)



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ELIGIBILITY

The following employee classifications in all segments are eligible for PTO upon hire:

- Regular part-time salaried exempt employees
- Project/Supplemental part-time salaried exempt employees
- Project/Supplemental full-time employees

Some segments extend PTO eligibility to additional employee classifications.

The eligibility of employees subject to a collective bargaining agreement is determined by the terms of that agreement.

ACCRUAL AND USE

Eligible employees accrue PTO based on the number of hours recorded. Employees may not use PTO before it is accrued. Employees can find information about their available PTO by selecting the “View Available Time Off” quick link in [D Tools HR](#).

Unused PTO is carried over from year to year, but PTO accrual is subject to a cap based on job classification, job level and/or years of service. Employees who reach the cap will stop

accruing additional PTO until they use some of their existing PTO. Employees can find information on their annual PTO accrual and cap in [D Tools HR](#).

Employees do not accrue PTO during a leave of absence.

Employees should obtain approval from their manager before using PTO, where practicable. Employees must accurately record their use of PTO.

Upon termination of employment, employees will be paid a lump sum for any available PTO at the regular rate of pay then in effect. Employees may not extend their employment after termination by using available PTO.

PTO DONATION

Employees may donate accrued PTO to other employees who have extenuating circumstances, such as an extended illness or family member illness, and who have exhausted their vacation, PTO and/or sick time. Employees can find information about donating PTO in [D Tools HR](#).