

Benefits Package - Leave Policies

Paid Time Off (PTO) – (Vacation/Sick/Personal Leave)

High Five Media provides, as a benefit, paid time off (PTO) for its eligible full-time employees. Prior to requesting the use of your PTO, please confirm you have accrued enough PTO to fulfill your request. Questions regarding PTO accruals can generally be discovered within your Time Sheets app or your paystub in QuickBooks Workforce. Further questions can be directed to the Accounting/Human Resources Manager.

PTO requests are emailed to your supervisor. Your supervisor may approve or deny the request based on company resources and client timelines. If approved by your supervisor, you must enter your time off in your Time Sheets app, notify the Office Administrator who will update the High Five Media shared calendar, and the Production Manager for Wrike task assignment.

Eligible full-time employees begin accruing PTO from their hire date. First year full-time employees accrue a maximum (cap) of fourteen (14) days per year.

On the first day of each quarter of the calendar year eligible employees will accrue 25% of their annual PTO. Employees must accrue PTO before it may be used and must use it in the calendar year in which it is earned. PTO benefits do **not accrue** during a leave of absence.

Following two years of full-time employment, on your anniversary date, one additional day of PTO will be added to your accruable maximum days of PTO per year. This accruable maximum days per year will increase by one in each successive year until reaching a cap of twenty (20) days of PTO.

If an employee is requesting five or more consecutive days of PTO, they must give a minimum of two-week's notice.

Consult the Human Resources Manager for clarity regarding your individual qualifications, limitations, and use of any High Five policy or benefit. All policies and benefits are subject to change with or without notice at High Five's discretion.

Maternity Leave Policy

Benefit: High Five will provide up to twelve weeks of paid maternity leave following the birth of the employee's child.

Eligibility Criteria

- Be a full-time employee. (Does not include contract, part-time or internship.)
- Have a minimum of 12 months of full-time employment prior to the proposed date of the leave.

Duration, Amount, Time Frame and Responsibilities

- Eligible employees will receive a maximum of 12 weeks of maternity leave.
- Salaried and hourly employee's calculated pay rate will be based on the employee's salary or hourly wage at their time of leave. Commissioned employee's calculated pay rate will be an average of the previous 26 pay periods of salary and commission at their time of leave. Paid maternity leave will be distributed on regularly scheduled company pay dates and calculated with the following parameters.
 - The first four (4) weeks of paid maternity leave are compensated at 100 percent of the employee's calculated pay.
 - The second four (4) weeks of paid maternity leave are compensated at 50 percent of the employee's calculated pay.
 - The third four (4) weeks of paid maternity leave are compensated at 25 percent of the employee's calculated pay.
- Approved maternity leave must be taken consecutively following the birth or prior to birth with approval.
- Employee benefits (e.g., health insurance) will continue uninterrupted contingent upon employee contributing their required minimum contribution.

Requests for Paid Maternity Leave

- Employee must provide their supervisor and the human resource department a notice of their request for leave at least 90 days prior to the proposed date of the leave.

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Paternity Leave Policy

Benefit: High Five will provide up to two weeks of paid paternity leave to employees following the birth of an employee's child.

Eligibility Criteria

- Be a full-time employee. (Does not include contract, part-time or intern.)
- Have a minimum of 12 months of full-time employment prior to the proposed date of the leave.

Duration, Amount, Time Frame and Responsibilities

- Eligible employees will receive a maximum of 2 weeks of paternity leave.
- Salaried and hourly employee's calculated pay rate will be based on the employee's salary or hourly wage at their time of leave. Commissioned employee's calculated pay rate will be an average of the previous 26 pay periods of salary and commission at their time of leave. Paid paternity leave will be distributed on regularly scheduled company pay dates and calculated with the following parameters.
 - The first week of paid paternity leave are compensated at 100 percent of the employee's paternity pay.
 - The second week of paid paternity leave are compensated at 50 percent of the employee's paternity pay.
- Approved paternity leave must be taken consecutively following the birth or prior to birth with approval.
- Employee benefits (e.g., health insurance) will continue uninterrupted contingent upon employee contributing their required minimum contribution.

Requests for Paid Paternity Leave

- Employee must provide their supervisor and the human resource department a notice of their request for leave at least 90 days prior to the proposed date of the leave.

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Bereavement Leave Policy

Benefit: The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of family members.

Eligibility

All full-time, active employees are eligible for benefits under this policy.

Procedures

An employee who wishes to take time off due to the death of a family member should notify his or her supervisor as soon as possible.

In addition to paid bereavement leave, an employee may, with his or her supervisor's approval, use any available PTO or UPL for additional approved time off as necessary.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives or overtime pay.

Paid bereavement leave will be granted according to the following schedule:

- Nuclear Family - Defined as Employee's spouse/domestic partner, child, stepchild.

Employees are allowed up to five consecutive paid days off from regularly scheduled work with regular pay in the event of the death of a member of the nuclear family.

- Immediate Family – Defined as Employee's parent, stepparent, father-in-law, mother-in-law, brother, sister, stepbrother, stepsister, grandparent, spouse/domestic partner's grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

Employees are allowed up to two consecutive paid days off from regularly scheduled work with regular pay in the event of the death of a member of the immediate family.

- Extended Family - Employee's aunt, uncle, first cousin.

Employees are allowed one paid day off from regularly scheduled work with regular pay in the event of the death of a member of the extended family.

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