

# **SICK LEAVE AND PTO POLICY**

## **SICK LEAVE AND PAID TIME OFF POLICY**

**Polar Dynamics Robotics, Inc.**

*Effective Date: January 1, 2024*

*Policy Number: HR-2024-003*

### **1. PURPOSE AND SCOPE**

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1. This Sick Leave and Paid Time Off ("PTO") Policy ("Policy") establishes

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2. This Policy applies to all full-time employees working 30 or more hours p

## **2. DEFINITIONS**

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1. "Accrual Period" means the 12-month period beginning January 1 and end

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2. "PTO" means paid time off that can be used for vacation, personal days, o

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3. "Sick Leave" means paid leave specifically designated for health-related a

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4. "Rolling Year" means the 12-month period measured backward from the c

### **3. PAID TIME OFF (PTO) ALLOCATION**

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#### **1. PTO Accrual Schedule:**

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0-2 years of service: 15 days annually (120 hours)

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3-5 years of service: 20 days annually (160 hours)

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6+ years of service: 25 days annually (200 hours)

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#### **2. PTO accrues on a monthly basis at one-twelfth (1/12) of the annual allocation**

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3. Maximum PTO Balance: Employees may carry over up to 40 hours of unused PTO.

#### **4. SICK LEAVE BENEFITS**

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1. Full-time employees accrue sick leave at the rate of one (1) day per month.

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2. Sick leave may be used for:

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Personal illness or injury

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Medical appointments

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Care for immediate family members

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COVID-19 related quarantine or isolation

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Mental health days

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3. Unused sick leave may be carried over year to year up to a maximum balance

## **5. REQUESTING AND USING LEAVE**

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1. PTO Requests:

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Must be submitted through the Company's HRIS system

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Require minimum 2 weeks' advance notice for absences of 3+ days

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Subject to manager approval based on business needs

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Granted on first-come, first-served basis

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## 2. Sick Leave Notification:

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Must notify direct supervisor before scheduled start time

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Submit sick leave request in HRIS within 24 hours of return

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Medical documentation required for absences exceeding 3 consecutive days

## **6. SPECIAL CONSIDERATIONS**

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### **1. Laboratory and Engineering Staff:**

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Blackout dates apply during critical testing periods

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Minimum staffing requirements must be maintained

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Emergency coverage rotation schedule must be observed

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### **2. Remote Work Arrangements:**

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PTO and sick leave policies apply equally to remote employees

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Time zone considerations for notification requirements

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Virtual presence requirements during approved leave

## **7. PAYMENT OF UNUSED LEAVE**

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1. Upon voluntary termination with two weeks' notice:

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Accrued, unused PTO paid at 100% of base salary

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Unused sick leave is not paid out

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Final payment subject to return of company property



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2. Involuntary termination or resignation without notice:

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No payment of unused PTO or sick leave

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Exceptions require Executive approval

## **8. COMPLIANCE AND ADMINISTRATION**

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1. This Policy complies with all applicable federal, state, and local laws, including

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Family and Medical Leave Act (FMLA)

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Americans with Disabilities Act (ADA)

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State-specific paid sick leave requirements

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2. Human Resources maintains sole discretion to:

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Interpret policy provisions

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Approve exceptions

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Modify terms with appropriate notice

## **9. POLICY MODIFICATIONS**

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1. The Company reserves the right to modify this Policy at any time with or without notice.

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2. Material changes will be communicated to employees in writing with at least 30 days notice.

## **10. ACKNOWLEDGMENT**

I acknowledge that I have received and read this Sick Leave and PTO Policy and I understand its contents.

**Employee Name:** \_

**Employee Signature:** \_

**Date:** \_

Approved by:

Victoria Wells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Date: January 1, 2024

