SICK LEAVE AND PTO POLICY

SICK LEAVE AND PAID TIME OFF POLICY

Polar Dynamics Robotics, Inc.

Effective Date: January 1, 2024

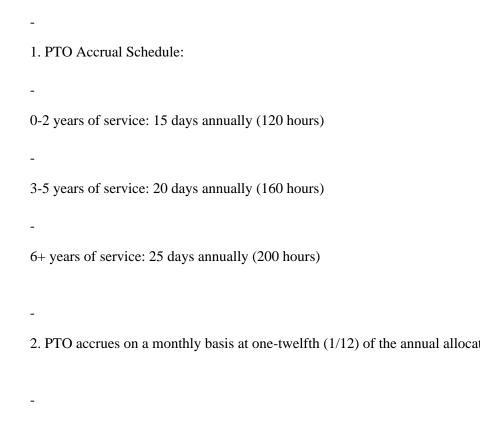
Policy Number: HR-2024-003

1. PURPOSE AND SCOPE

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

1 - 2. This Policy applies to all full-time employees working 30 or more hours p
2. DEFINITIONS
- 1. "Accrual Period" means the 12-month period beginning January 1 and end
- 2. "PTO" means paid time off that can be used for vacation, personal days, o
- 3. "Sick Leave" means paid leave specifically designated for health-related a
- 4. "Rolling Year" means the 12-month period measured backward from the o

3. PATO TIME OFF (PTO) ALLOCATION



3. Maximum PTO Balance: Employees may carry over up to 40 hours of unit
4. SICK LEAVE BENEFITS
1. Full-time employees accrue sick leave at the rate of one (1) day per month
2. Sick leave may be used for:
Personal illness or injury
-
Medical appointments
-
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 bala
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
Subject to manager approval based on business needs
Granted on first-come, first-served basis
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2. Sick Leave Notification:
Must notify direct supervisor before scheduled start time
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, incl
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Family and Medical Leave Act (FMLA)
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Americans with Disabilities Act (ADA)

State-specific paid sick leave requirements

2. Human Resources maintains sole discretion to:

Interpret policy provisions

Approve exceptions

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Modify terms with appropriate notice

9. POLICY MODIFICATIONS

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1. The Gompany reserves the right to modify this Policy at any time with or
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2. Material changes will be communicated to employees in writing with at le
10. ACKNOWLEDGMENT
I acknowledge that I have received and read this Sick Leave and PTO Policy
understand its contents.
Employee Name: _
Employee Signature: _
Date: _
Approved by:

Victoria_lWells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Date: January 1, 2024

