

PAID TIME OFF POLICY (PTO) U.S

POLICY ELIGIBILITY: ALL EMPLOYEES IN U.S

Effective date: 2024.03.01

Document: PDF/DOC

Current version: Ver1

Previous version: N/A

Document Author: People Function

Document Owner: People Function



CONTENTS

1. Purpose
2. Eligibility and accrual rate
3. Administrative procedures and practices
4. Paid holiday



1. PURPOSE

TrusTrace Inc believes that each employee is key to company growth and success. Our clients entrust us to deliver professionally and competently value chain technologies, services, and solutions through our organization and employee teams. Although work makes up a large portion of an employee's life, we believe that a balance between work and nonwork life activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, the company has designed a paid time off (PTO) plan that incorporates vacation, personal leave, and sick leave into one flexible program which is documented and scheduled with management approval.

2. ELIGIBILITY AND ACCURAL RATE

All full-time employees will accrue PTO hours according to the following schedule:

<u>Years of Service</u>	<u>Hours per Pay Period</u>	<u>Days per Year</u>
0-2 years	3.07 hours	15 days
3-5 years	4.61 hours	20 days

For purposes of this policy, the year begins on the employee's date of hire.

An employee who works less than forty (40) hours per week is entitled to PTO at the employee's hourly/salaried rate but accrued on a prorated basis. Non-employees such as contractors and temporary part-time workers, are not entitled to PTO.

PTO will not accrue while an employee is on an unpaid leave of absence or receiving any disability compensation such as Short-Term Disability (STD), Long-Term Disability (LTD), State PSL (paid sick leave), Disability Insurance, or Workers' Compensation Insurance.

3. ADMINISTRATIVE PROCEDURES AND PRACTICES

PTO is designed to cover leave for vacation, personal pursuits, sickness illness, family activities and extra holiday time.

In general, foreseeable PTO must be preapproved by and prescheduled with the employee's supervisor and must be taken in full workday increments. Approval for all scheduled time away is subject to applicable workloads. In case of an emergency, however, employees shall be allowed to take up to fifteen (15) hours of unscheduled PTO with less than 24 hours' notice and regardless of applicable workload.

A maximum of 40 hours of accrued and unused PTO time may be carried over from one calendar year to the next. Any accrued but unused PTO



remaining over the 40 hours maximum at the end of the calendar year shall be forfeited.

In the event an employee needs time away from work prior to accruing the necessary PTO hours, an employee may request unpaid time off with the prior approval of his or her supervisor and Human Resources.

Employees will be paid for all earned and unused PTO time upon separation.

It is TrusTrace's policy and practice to follow all applicable local, state and federal laws.

4. PAID HOLIDAY

All regular full-time employees are eligible for paid holidays upon hire. The holiday schedule will be determined and published annually, but TrusTrace, Inc. will observe the following U.S. holidays:

New Years' Day
Good Friday Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve Day
Christmas Day
New Years' Eve
Two (2) Personal Holiday Days per (8 hours each day)

Employees may use (2) Personal Holidays or other approved PTO days for any purpose they wish including to observe a holiday not listed above. Personal days must be preapproved by and prescheduled with the employee's supervisor and must be taken in full day (8 hour) increments. Non-employees such as contractors and temporary workers, are not entitled to holiday pay.

Employees are not eligible for holiday pay if they are on an unpaid leave of absence or receiving any disability compensation such as Short-Term Disability (STD), Long-Term Disability (LTD), State Disability Insurance or Workers' Compensation Insurance.

Personal Holidays days will be issued January 1st of each year. Personal days will be prorated, to the nearest full day, for any employee who is not employed on January 1st of any year.

Any unused Personal Holiday days at the end of the calendar year will be forfeited. Personal days have no cash value and will not be paid out upon separation.