



Paid Time Off And Sick Day Policy

Dealer's Greatest Assets recognizes that employees have diverse needs for time off from work and, as such, Dealer's Greatest Assets has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation and sick leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, emergencies, or other situations that require time off from work.

Paid Time Off (PTO) And Sick Days:

Full-time employees (working 128 hours or more each month) become eligible for Paid Time Off (PTO) after 150 calendar days of employment have been met with Dealer's Greatest Assets. PTO will not be accrued if at any time a month falls below a total of 128 hours. Eligible full-time employees (working 128 hours or more each month) will be offered 40 hours of PTO per calendar year with increases at years 3 and 6.

Sick leave may be used in accordance with the following provisions:

- Sick time may not be used prior to accrual.
- Sick time may be used for an employee's personal illness. Sick time also may be used for illness and well-care of a member of an employee's immediate family (including the employee's spouse, children, mother and father).
- If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick time or paid vacation time must be used initially as part of the FMLA leave.
- An employee who has a sick time absence in excess of three (3) consecutive workdays must present medical documentation for the absence.
- If the employee is absent unexpectedly due to personal or a family member's illness, the employee should notify his or her manager or human resources as soon as reasonably possible and submit a sick time request.
- Employees are not paid for unused sick time upon termination of employment.

Paid Time Off Chart:

Length of Employment	PTO Hours Per Calendar Year	PTO Hour Amount (Per Month)
150 Days through Year 2	40 Hours	3.33 Hours
Year 3 through Year 5	80 Hours	6.66 Hours
Year 6 and thereafter	120 Hours	10.0 Hours

PTO Month Chart:

Month	Minimum Hours Worked (Per Month)	PTO Monthly Value (150 days through year 2)	PTO Monthly Value (Year 3 through year 5)	PTO Monthly Value (Year 6 and thereafter)
January	128	3.33	6.66	10.00
February	128	3.33	6.66	10.00
March	128	3.33	6.66	10.00
April	128	3.33	6.66	10.00
May	128	3.33	6.66	10.00
June	128	3.33	6.66	10.00
July	128	3.33	6.66	10.00
August	128	3.33	6.66	10.00
September	128	3.33	6.66	10.00
October	128	3.33	6.66	10.00
November	128	3.33	6.66	10.00
December	128	3.33	6.66	10.00
TOTAL(s):	1,536 HRS	40 HRS	80 HRS	120 HRS

**EXAMPLE 1: Employee completes 150 days of employment on March 9th. Employee is now eligible for PTO from the months of April through December (PTO hours start on the 1st of the following month after the completion of 150 days). Employee will have 30.01 hours of PTO to use.*

**EXAMPLE 2: Employee completes 150 days of employment on September 27th. Employee is now eligible for PTO from the months of October through December (PTO hours start on the 1st of the following month after the completion of 150 days). Employee will have 9.99 hours of PTO to use.*

A maximum of ten (10) hours of PTO may be “carried over” or accumulated from year to year. Each eligible employee, on his or her anniversary date (150 days), earns PTO at the rate outlined above and loses any unused PTO in which exceeds the 10 hours that was earned during the employee’s prior year of employment. Upon termination of employment, unused PTO will be forfeited and will not be paid out.

Each full day of PTO will be counted as eight (8) hours. PTO may be taken in increments as small as one (1) hour. The maximum PTO allowed at one time is 2 weeks or 80 hours. PTO requests may be subject to blackout days. Employees are not allowed to reach a negative accrual balance, though hardship circumstances may be reviewed on a case-by-case basis.

Whenever possible, PTO must be scheduled at least two weeks in advance. The use and duration of PTO is subject to supervisory approval. Dealer's Greatest Assets will make every effort to accommodate request to schedule PTO but reserves the right to prioritize request based on business needs, the seniority of the employees requesting PTO, the amount of employee notice given by the employee of the desire for VTO, and the reason for the PTO. PTO may not be used within the last two weeks of employment at Dealer's Greatest Assets.

Emergency circumstances may make advanced notice impossible. In the event of illness or emergency, contact the call out line (239-221-5517) as soon as possible.