

Progressions Paid Time Off (PTO)

Progressions Companies provides paid time off hours for full-time employees. You are eligible to use accrued paid time off once you have been employed 60 days. All eligible time must be earned before being taken. PTO does not accrue on unpaid leaves of absence. Employees must use all accrued PTO prior to requested unpaid time off from work. No more than two weeks of PTO may be taken at one time for any discretionary leave. Maximum carryover hours are listed for each category for how much you can take over from one year to the next. You will not be able to carry over more hours than listed.

Salaried Directors Accrue as Follows:

- 0-5 years earn .11153 hours per hour paid –(Maximum carryover hours 224)
- 6-10 years earn .13076 hours per hour paid – (Maximum carryover hours 264)
- 10+ years earn .14999 hours per hour paid – (Maximum carryover hours 304)

Full Time/Exempt Employees Accrue as Follows: (Those working 64-80 hours per pay period)

- 0-5 years earn .09230 hours per hour paid less overtime- (Maximum carryover hours 184)
- 6-10 years earn .11153 hours per hour paid less overtime – (Maximum carryover hours 224)
- 10+ years earn .13076 hours per hour paid less overtime- (Maximum carryover hours 264)

Paid time off should be approved in advance by your supervisor before being taken. Some requests may not be approved if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for paid time off will be accommodated, but where scheduling conflicts arise the supervisor will make the determination. Employees are asked to put in their PTO requests 30 days in advance of the scheduled time off.

If you call out, when you return you must immediately submit a request to use accrued paid time off and have your supervisor sign the form. You must call in each day to your supervisor prior to your usual start time for work. If you don't show up to work and don't call, it will be considered an unexcused absence and you may be terminated.

Employees will be paid for unused paid time off that has been earned through their last day of work (not to exceed number of carry over hours based on your years with the company, unless authorized by Executive Director), if the employee resigns and has given proper notice (30 days notice for directors and 2 weeks for all other employees). Employees who are terminated or who haven't given proper resignation notice (and worked their full length of their notice) will not be paid their unused time.

Employee Classifications

Employees are salaried, full-time or part-time.

EXEMPT/SALARIED: If you are considered an exempt employee, you will not be eligible to receive overtime pay.

NON-EXEMPT: If you are considered a non-exempt employee, you are entitled to overtime pay under the specific provisions of federal and state laws. This means that you will be paid your regular hourly rate for the regular hours that you have worked, and you will be paid time and one-half for any

overtime hours that you have worked over 40 hours in a week. Overtime hours should be approved in advance by management.

Non-Exempt Classifications include:

FULL-TIME: A full-time employee is anyone who regularly works 60 or more hours per pay period. This employee classification is eligible for all Company benefits.

PART TIME: A part-time employee is anyone who works less than 60 hours per pay period. This employee classification is not eligible for any benefits.