



PAID TIME OFF POLICY

US Trades, LLC's Paid Time Off (PTO) Program provides you with more flexibility to use your time off to meet personal needs, while recognizing your individual responsibility to manage your paid time off. With PTO accruals, you will accumulate a specified amount of time each pay period, and you will determine how you will use it - for vacation, illness, attendance of children's school activities, medical/dental appointments, personal business or emergencies.

The PTO days you accrue, effective June 1, 2016, replace all existing vacation, holiday and any other paid days off for which you may now be eligible.

ELIGIBILITY:

You are eligible to accrue PTO banking time if you are a regular status employee scheduled to work at least forty (40) hours per week. Temporary employees are not eligible to accrue PTO time. If temporary employees are hired to become regular status employees to work at least forty (40) hours per week, the employee will then be eligible to accrue PTO time.

EARNING PTO TIME:

You will earn .02 PTO hours for every hour that you work. For example, once you have worked 2,000 hours, you earn 40 hours of PTO time.

USING PTO:

Although you begin accruing PTO on your first day of employment, you do not become eligible to use the accrued hours in your account until after your one year anniversary of your employment date. When you do elect to use your PTO, the accrued hours you use will be paid at your current hourly rate.

If you are separated from US Trades' employment, either voluntarily or involuntarily, for more than 6 months, your accrual hours will be reset to zero. Your anniversary date will not be reset, so your original hire date will remain the date for eligibility to use your accrued hours.

TERMINATION:

You will not be paid for any accrued unused PTO when you leave the company, either voluntarily or involuntarily: you must be currently employed to use your PTO. Excessive, unexcused absences from a job may cause you to lose your right to use any accrued PTO.

MANAGEMENT OF PTO:

You are responsible for managing your paid time off. It is important that you plan ahead for how you will use your PTO account. This means developing a plan for taking your vacations, as well as holidays, doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses. The amount you reserve for illness should depend on your personal health and sick leave history.

MINIMUM INCREMENTS OF PTO:

The minimum amount of PTO you can take at one time may not be less than four (4) hours off at a time.

MAXIMUM INCREMENTS OF PTO:

The maximum amount of PTO you can take at one time may not exceed forty (40) hours off at a time, and cannot exceed forty (40) hours.

TYPES OF LEAVE TIME OFF NOT DEDUCTED:

Time off taken for certain leaves of absences such as jury duty, bereavement and workers compensation, according to the company policy, will not be charged against your PTO account. Please check with your immediate supervisor regarding these circumstances.

NOTICE AND SCHEDULING:

Unless you are ill, you are required to notify your supervisor in advance of your intent to take PTO and get approval for the time off from the UST office. This allows for you and your manager/supervisor to prepare for your time off and assure our staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you should inform your supervisor of your circumstances as soon as possible.

Please be advised that your manager / supervisor may deny your request for PTO time if you have not completed a project (drug up). This decision is in the manager's / supervisors sole discretion.

CASH-OUT OF PTO HOURS:

Employees who do not take time off earned may request a cash payout. A cash payout request may be made for a minimum of ten (10) hours up to a maximum of forty (40) hours per pay period. PTO cash payouts are subject to all usage regulations stated herein. Due to Internal Revenue Service (IRS) Tax Code, we are required to process the cash payout based on a tax rate which may differ from the tax rate on your regular compensation.