

EMPLOYEE LEAVES OF ABSENCE AND TIME OFF

OVERVIEW

While regular attendance is crucial to maintain business operations, A-C provides its employees with paid holidays and Paid Time Off (PTO). A-C recognizes that employees may need additional time off from work and has a number of types of leaves of absence described below.

For all planned time off, you must inform and may be required to obtain prior approval from your manager. If, during a leave, you accept another job, engage in other employment or consulting outside of A-C, or apply for unemployment insurance benefits, you may be considered to have voluntarily resigned from employment with A-C.

All requests for a leave of absence will be evaluated relative to their effect on A-C client commitments and may be approved, modified, extended or denied by A-C management in its sole discretion unless otherwise required by law. The employee may be required to provide AC with a certification from his or her health care provider to support a leave or an extension of a leave for medical reasons. Failure to provide the required certification to A-C in a timely manner may result in delay or denial of leave.

While A-C will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

PAID TIME OFF

A-C's Paid Time Off (PTO) policy provides paid time off from work that can be used for vacation, absence due to illness, or personal business that requires time away from work. Except for an emergency or illness, all PTO must be requested and scheduled in advance and is subject to the approval of your manager.

All regular full-time employees become eligible to accrue PTO starting in the first full pay period worked. The amount of PTO each employee may accrue depends on the length of service with A-C as indicated in the table below.

A-C recognizes that there might be circumstances where you need to take time off in excess of the amount of PTO you have accrued to date. With prior manager approval, you may either take time off without pay or borrow against your PTO accrual within the current year.



The following schedule shows the PTO hours earned in each pay period for employees who work 40 hours a week:

Years of Service Completed	Bi-Weekly Pay Period Accrual Rate in Hours	Yearly Accrual Rate in Days	Maximum Carryover Days
Less than 1 Year	5	15	15
1 Year	5.333	16	16
2 Years	5.666	17	17
3 Years	6	18	18
4 Years	6.333	19	19
5 Years	6.666	20	20
6 Years	6.833	20.5	20.5
7 Years	7	21	21
8 Years	7.166	21.5	21.5
9 Years	7.333	22	22
10 Years	7.5	22.5	22.5
11 Years	7.666	23	23
12 Years	7.833	23.5	23.5
13 Years	8	24	24
14 Years	8.166	24.5	24.5
15 Years and more	8.333	25	25

A-C values a healthy work-life balance for its employees and encourages you to take the PTO you have earned each year. In the event you are unable to use all your allowed PTO, you may carry forward into the next calendar year unused days of up to the current year allowance (see preceding table - Maximum Carryover Days). Any days not taken in excess of the current year carryover allowance will be forfeited.

Upon termination of employment, accrued but unused PTO in compliance with this policy will be paid out.

Employees regularly scheduled to work less than 40 hours per week accrue PTO on a prorated basis. For example, an employee regularly scheduled to work 35 hours per week would earn PTO at 87.5 percent of the rate of a full-time employee with the same number of years of service.

Each employee has the personal responsibility to track and manage their own PTO account. An employee's role in managing their PTO includes:



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- Obtaining prior approval from your manager for planned PTO
 - Correctly entering PTO taken into BillQuick each week
 - Planning vacation time to fit within allotted PTO budget (unless your manager has approved otherwise)
 - Reserving some amount of time for unexpected life events and illnesses

Employees can find their personal PTO budget and usage on their bi-weekly pay statements.

Paid Holidays (Selected by A-C, 9 per year):

An A-C Holiday Calendar will be provided at the beginning of each year. Holidays are recorded in BillQuick under the heading of 'HOL' and are entered as 8 hours. Holidays are to be taken on their scheduled date or they are lost.

Floating Holiday (Selected by Employee, 1 per year):

Every employee is allocated a floating holiday. This is a day that can be selected by the employee as a day off. Your floating holiday is to be recorded in WebSuite under the heading of Float Holiday and is entered as 8 hours. Employees must notify their manager in advance as to when they intend to take this day off. Floating holidays cannot be carried over from one calendar year to the next. If a floating holiday is not used by the end of the calendar year, it is forfeited. New employees are not eligible for the Floating Holiday until after 6-months of employment with A-C.

If the holiday schedule of the client worksite differs from A-C, and a client holiday occurs on a day that is a scheduled A-C workday, A-C will first attempt to arrange appropriate work for the employee at an A-C office. If no other work is available, the employee may use a PTO day to cover this absence.

Leave without Pay (LP):

On occasion, employees may choose to take Leave without Pay. LP must be pre-approved by an employee's manager. In most cases, employees are required to take PTO before taking Leave without Pay. Leave without Pay is to be recorded in WebSuite under the heading of Unpaid Leave.

Oregon Sick Time Law (Part-time Employees ONLY):

Part-time employees begin accruing sick time on the first day of employment and earn one (1) hour of sick time for every 30 hours worked or 1 1/3 hours for every 40 hours worked. Parttime employees may use accrued sick time on the 91st calendar day of employment and may use sick time as it is accrued. Part-time employees may carry over up to 40 hours of unused sick time from one year to the next. This policy only covers employees not already accruing PTO.

Washington Sick Time Law (Part-time Employees ONLY):

Part-time employees begin accruing sick time on the first day of employment and earn one (1) hour of sick time for every 40 hours worked. Part-time employees may use accrued sick time on the 90th calendar day of employment and may use sick time as it is accrued. Part-time employees may carry over up to 40 hours of unused sick time from one year to the next. This policy only covers employees not already accruing PTO.