



## PTO Leave Policy and Acknowledgment Form

### Eligibility

All full-time Improvix employees are eligible for PTO. Part-time and temporary employees are not eligible. While in the Introduction and Training Period (i.e., first 90-days of employment), new employees are not permitted to use PTO. We understand that emergencies happen, and in the event that you must use PTO during your first 90-days, you must provide Improvix with proper documentation of the illness/reason for absence and receive written authorization to use PTO or use LWOP.

### PTO Leave Policy

PTO is provided to full-time employees as follows:

1-12 Months of Service	15 days or 120 hours per year (10 hours per month)
>12 Months of Service	20 days or 160 hours per year (13.33 hours per month)

- Employees will receive the yearly allotted amount of PTO on the first of each calendar year.
  - *Example:* If your first “work year” anniversary is March 2021; you will receive a preloaded balance of 153.33 hours on 1/1/21. January and February 2021 are worth 10 hours each. March to December 2021 are worth 13.33 hours each month. On 1/1/2022, you would receive the full amount of 160 hours as you have completed your first “work year”.
- The amount of PTO that you receive is contingent on your years of service.
- PTO will be prorated for new employees based on the month of hire and will receive the remaining PTO allotted for that calendar year.

### Managing PTO Leave

It is important that you plan for how you will use your PTO. There is no rollover; employees may not carryover any unused PTO from one calendar year to the next. You are responsible for managing your PTO account, which means you will need to develop a plan for using your PTO. Improvix does not differentiate between Sick Leave or Regular leave. PTO may be used for the following:

- Planned Vacations
- Sick Leave
- Doctor's Appointments / Medical Procedures
- Personal Business
- PTO "Reserve" for Emergency Use
- Mental Health Break 😊

### Requesting PTO Leave

**All leave must first be approved by your Improvix supervisor prior to any discussion with customers or customer leads.**

You are required to provide written request to use PTO first to your Improvix supervisor and if approved, then to your Government client supervisor (if applicable) with reasonable advance notice. The request must be approved by the employee's supervisor prior to the employee's first day of leave. This allows time for you and your supervisor to ensure that all coverage and deliverables are met in your absence. There may be occasions, such as sudden illness, where advanced notice is not an option. In these cases, you must inform your supervisor of your circumstances as soon as possible. When a holiday falls during a scheduled vacation, the holiday is not counted as a vacation day.

### LWOP

Employees are not permitted to carry a negative PTO balance. In special circumstances, Leave Without Pay (LWOP) may apply if all PTO has been used. For salaried employees, LWOP may only be used in 8-hour increments.

### Termination of Employment

When employment terminates, all unused PTO will be forfeited, as it has not been accrued, and will not be paid out. Employees may not use PTO after they have resigned. Previously approved PTO that falls within the resignation notice period may be denied at the Company's discretion.

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*My signature below indicates that I understand the Improvix PTO Leave Policy.*

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Employee Signature

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Date