

# PAID TIME OFF (PTO)

The amounts of PTO employees receive each year increases with the length of their continuous employment by Dunwoody as shown in the following schedule:

## PTO Earning Schedule

Amount of Eligible Service	PTO Accrued Per Pay Period (Full Time)	PTO Accrued Per Pay Period (30+ hrs/wk)	Maximum PTO Days Accrued Annually (Full Time)	Maximum PTO Days Accrued Annually (Part Time Benefits Eligible)
0 months to 1st Anniversary	4.00 Hours	3.2 Hours	12 Days	9.6 Days
After 1st Anniversary	5.67 Hours	4.5 Hours	17 Days	13.5 Days
After 2nd Anniversary	7.33 Hours	5.9 Hours	22 Days	17.6 Days
After 15th Anniversary	9.00 Hours	7.2 Hours	27 Days	21.6 Days

Regular full-time employees and part-time employees working 30 or more hours per week will begin accruing PTO on their date of hire at Dunwoody.

In a given day, PTO can be taken at a minimum of one hour and in increments of 30 minutes. If an unexpected need to be absent occurs, employees should notify their supervisor before the start of their workday and each additional day of absence.

To schedule PTO, employees must seek and receive advance supervisor approval. Requests will be reviewed based on business needs and staffing requirements.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation.

PTO accrued during any fiscal year can be carried over into the next fiscal year, but it must be used by September 30<sup>th</sup>, or it will be forfeited.

Upon termination of employment, employees will be paid for current year PTO earned but unused through their last day of work. Terminating employees will not be paid for PTO Carryover.

With prior supervisor approval, employees can incur a negative PTO balance not to exceed 40 hours. By signing off that they have reviewed this handbook, the employee acknowledges that Dunwoody may deduct the dollar value of the negative PTO balance from employee's final paycheck if employment terminates before the employee accrues enough PTO hours to make up for the negative balance.