



## **PAID TIME OFF (for Associates)**

This Paid Time Off ("PTO") policy combines into one plan paid vacation, sick leave, and other time off that an employee may wish to take without having to specify a reason.

**Year.** A "Year" under this policy means the 12-month period based on employee's anniversary date.

**Eligibility.** All employees who work for the company will accrue paid time off (PTO) under this Policy.

**Associate Employees.** Employees who work for the company, performing duties on behalf of the company's clients, typically at client sites.

**Internal Employees.** Employees who work for the company, performing operational or managerial functions for the company.

**Accrual Generally.** PTO begins to accrue on an employee's date of hire. Accrued PTO may only be used after 90 calendar days of employment.

Associate Employees accrue one (1) hour of PTO for every 30 hours of work performed. For nonexempt employees, eligible hours include straight-time and overtime hours worked. Exempt employees who work full-time will be presumed to work forty (40) hours each work week for purposes of accruing PTO, unless the regular work week is less than 40 hours, in which case PTO is earned and accrued based on the regular workweek. No employees accrue PTO during paid or unpaid absences.

**Accrual/Carryovers.** Accrual, use, and carryover are each limited to 40 hours per Year. This means that an employee accrues a maximum of 40 hours of PTO per Year, may use a maximum of 40 hours of PTO per Year, and may carry-over a maximum of 40 hours of PTO into the following Year. Thus, if an employee uses the maximum amount of PTO that is allowed to be used in any Year, the employee may not use any additional PTO that is accrued or carried-over that Year.

Unused PTO is not paid for upon termination, resignation, retirement or other separation from employment.

**Use.** Employees may use PTO for the following reasons:

**1. Diagnosis, care, or treatment of the employee or the employee's family member who has a mental or physical illness, injury, or health condition or for preventative care. For purposes of this policy, "family member" includes spouses, domestic partners, biological parents or children, adoptive or foster parents or children, grandparents, grandchildren, parents-in-law, or other individuals with whom the employee had or has a relationship in loco parentis;**



2. Pregnancy, childbirth, post-partum care, or preventive care;
3. To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability;
4. Reasons related to domestic violence, harassment, sexual assault or stalking, that affect the employee or the employee's minor child or dependent, including to seek legal or law enforcement, medical treatment, counseling, victim services or to relocate or secure safe housing;
5. To deal with the death of a family member within 60 days of learning of the death;
6. Closure of work, school, or childcare by order of a public official due to a public health emergency;
7. To care for family member whose presence in the community would jeopardize the health of others as determined by lawful public health authority or by the family member's health care provider;
8. Exclusion of employees from workplace for health reasons, as required by law;
9. Vacation;
10. Personal leave; or
11. Other reasons as provided by applicable law.

For vacation and personal leave, employees must use PTO in half-day increments. For all other reasons, Employees must use PTO in increments of one (1) hour. PTO may run concurrently with other leave under federal or state law, such as Family Medical Leave Act, Oregon Family Leave Act and Oregon Sick Leave Act.

**Notice Absences/Verification.** Employees who miss work for reasons covered by PTO are required to comply with the normal notification policies and/or procedures applicable to the location where they were scheduled to work, including notifying the Company of the use of PTO. Whenever possible, the notice of absence should include the expected duration of the absence.

Whenever the need to use PTO is foreseeable, (such as a planned vacation or medical treatment or procedure), a written request to take PTO time off shall be provided by the employee to the company within 10 business days before the PTO absence is expected to start. If the need to use PTO is foreseeable, but there are not at least 10 business days before the start of such absence, the written request must be given to the company as early as possible in advance of the foreseeable absence. The employee is responsible for making a reasonable effort to schedule leave to avoid unnecessary disruption to the company or the employee's work, including, by way of example, attempting to schedule a routine visit outside peak hours or mandatory meetings. PTO may be denied if such



reasonable efforts are not made. The employee is also responsible for updating the company of changes to the length of PTO needed as soon as practicable.

If the need to use PTO is unforeseeable, (such as unanticipated employee or family member illness or injury), the employee must provide notice of the need to use PTO at least two (2) hours before the start of the employee's workday, or as soon as practicable, and must generally comply with the normal notification policies and/or procedures for unscheduled absences for the location where the employee was scheduled to work.

An employee using PTO for reasons 1-3 above for more than three consecutive days of absence from scheduled work must be confirmed by proper documentation upon the company's request. Documentation for absence due to illness, injury or health condition may include a qualifying statement from a health care provider. For PTO for domestic violence, harassment, sexual assault or stalking, reasonable documentation may be requested from the employee, such as a police report; court order or agency document; written statement from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, clergy member or victim services provider regarding qualifying services or relocation sought; or a signed personal statement by the employee that he or she is using PTO for a qualifying absence (including the relationship to any family member for whom the PTO is needed) and the general purpose for which PTO is being used. The company may deny PTO until adequate documentation is provided. Where required by law, the company will pay the cost of verification by a health care provider if not covered by insurance or benefit plan. The company further reserves the right to request documentation as required by law.

#### **Anti-Retaliation Policy for Portland Employees**

Brooks Staffing will not discharge, demote, suspect, take or threaten to take adverse employment action against employees in retaliation for using PTO for reasons 1 through 8 above, which are protected by the Oregon Sick Leave Act and Seattle Paid Sick and Safe Time Ordinance. If an employee believes that his or her rights under those laws are violated, he or she must immediately report the incident to Human Resources or to any manager so that a prompt investigation may be conducted to eliminate and prevent any retaliation. An employee may file a complaint with the Commissioner of the Bureau of Labor and Industries (for Oregon employees) or the Seattle Office for Civil Rights (for Seattle employees) if they believe they have been aggrieved by a violation of the law.