

VACATION/PTO (OUTSIDE SALES)

Full-time outside sales employees will accrue paid vacation according to the following schedule:

1-2	<p>Service Period: Calendar Years 1-2 Annual PTO Accrual: 40 hours on the first of the month following 90 days of employment. They will accrue an additional 40 hours of PTO on the first of the month following 180 days of employment (10 days).</p>
3-7	<p>Service Period: Calendar Years 3-7 Annual PTO Accrual: 120 hours on the first of the month following the 3rd through the 7th anniversary of employment (15 days).</p>
8+	<p>Service Period: Calendar Years 8 and over Annual PTO Accrual: 160 hours on the first of the month following the 10th anniversary and every year of employment thereafter (20 days).</p>

Employees may not take paid PTO until they **actually have** earned or accrued the PTO time. New employees will accrue 40 hours of PTO on the first of the month following 90 days of employment. They will accrue an additional 40 hours of PTO on the first of the month following 180 days of employment.

We ask that the employee preschedule absences with his or her supervisor to the extent possible. We recognize that it is not always possible to preschedule time off, especially instances of illness, and we remain tolerant of such unscheduled absences. However, Management reserves the right to review abuses of the PTO program, and can take appropriate action, including but not limited to refusal to pay for time absent. PTO cannot be used for any absence of less than one (1) hour.

Any unused PTO remaining at the end of their anniversary year will be forfeited.



VACATION/PTO (ADMINISTRATION, INSIDE SALES & SERVICE)

Datamax recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule.

Full-time administrative, inside sales and service employees hired as January 1, 2015 and thereafter will accrue paid vacation according to the following schedule. All employees who were hired with the company prior to January 1, 2015 will be grandfathered into the prior paid time off (PTO) policy.

1-2

Service Period: Calendar Years 1-2

Annual PTO Accrual: 40 hours on the first of the month following 90 days of employment. They will accrue an additional 40 hours of PTO on the first of the month following 180 days of employment (10 days).

3-9

Service Period: Calendar Years 3-9

Annual PTO Accrual: 120 hours on the first of the month following the 3rd through the 9th anniversary of employment (15 days).

10+

Service Period: Calendar Years 10 and over

Annual PTO Accrual: 160 hours on the first of the month following the 10th anniversary and every year of employment thereafter (20 days).

Employees may not take paid PTO until they **actually have** earned or accrued the PTO time. New employees will accrue 40 hours of PTO on the first of the month following 90 days of employment. They will accrue an additional 40 hours of PTO on the first of the month following 180 days of employment.

We ask that the employee preschedule absences with his or her supervisor to the extent possible. We recognize that it is not always possible to preschedule time off, especially instances of illness, and we remain tolerant of such unscheduled absences. However, Management reserves the right to review abuses of the PTO program, and can take appropriate action, including but not limited to refusal to pay for time absent. PTO cannot be used for any absence of less than one (1) hour.

If an employee has PTO remaining at the end of their anniversary year, up to 50% of the allowed, accrued PTO time (and equivalent pay) will become a Company Non-Elective Contribution to Datamax, Inc. 401(k)/Profit Sharing Plan and added to the employee's Plan account balance. The employee will be 100% vested, i.e., have 100% ownership, in that amount.

For example: *An employee that has been with the company for 8 years, will receive 120 hours of PTO the first day of the month following their anniversary. During that anniversary year, the employee uses 40 hours of PTO out of 120 allowed. Datamax will contribute 60 of the remaining 80 hours into the Datamax, Inc. 401(k)/Profit Sharing Plan. If the employee earns \$10.00 an hour, his contribution amount would be \$600. The remaining 20 hours will be forfeited.*

Employees who resign with at least two (2) weeks written notice and work the last two full weeks will have their unused PTO time rolled into their 401(k)/Profit Sharing Plan. Employees that have been discharged by Datamax will forfeit all unused PTO.

