

## **Paid Time Off (PTO)**

**Datamax** recognizes the importance of time away from work to relax, spend time with family, enjoy leisure activities, or cover a short-term illness. The company provides Paid Time Off to full-time employees to take time off for any reason during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week are eligible for Paid Time Off on a pro rata schedule.

Employees hired January 1, 2015 and thereafter will accrue Paid Time Off according to the following schedule. Employees who were hired prior to January 1, 2015, will be grandfathered under the accrual schedule of the prior paid time off (PTO) policy.

<b><u>Service Period</u></b>	<b><u>Annual PTO Accrual</u></b>
Calendar Year 1	3 hours of PTO for every 40 hours worked up to maximum of 80 hours (10 days)
Calendar Years 2-7	120 hours on the first of the month following the 2 <sup>nd</sup> through the 7 <sup>th</sup> anniversary of employment (15 days)
Calendar Years 8 and over	160 hours on the first of the month following the 8 <sup>th</sup> anniversary and every year of employment thereafter (20 days)

Employees may not take paid PTO until they have earned or accrued the PTO time.

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 pre-schedule 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 80 hours of unused PTO time will become a Company Non-Elective Contribution to Datamax, Inc. 401k/Profit Sharing Plan and added to the employee's Plan account balance at the employee's base pay rate. The employee will be 100% vested, i.e., have 100% ownership, in that amount.

## **Short Term Disability (STD)**

**Datamax** provides new full-time employees with 1 day of STD per 416 hours worked up to a maximum of 5 days a year.

Short Term Disability leave is not intended to be used as a substitute for Paid Time Off (PTO), but STD may be used if an employee needs time off for COVID, Flu, birth of a child, or their own serious illness. Employees must be out three (3) or more consecutive days to use STD.

Employees will need to submit a physician's note, other medical certification or positive test results for COVID and Flu.

Employees may carry unused STD days over from one year to the next.

If the need for Short Term Disability leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., planned medical treatment) whenever possible. If the need for Short Term Disability leave is not foreseeable, employees are asked to notify their supervisor as soon as possible.

If an employee misses three (3) or more consecutive days because of illness, Datamax may require the employee to provide a physician's written permission to return to work.

Except as required by state law, unused STD days are forfeited when an employee's employment ends for any reason.