

## VACATION/PTO (OUTSIDE SALES)

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

1-2	<b>Service Period:</b> Calendar Years 1-2 <b>Annual PTO Accrual:</b> 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).
3-7	<b>Service Period:</b> Calendar Years 3-7 <b>Annual PTO Accrual:</b> 120 hours on the first of the month following the 3rd through the 7th anniversary of employment (15 days).
8+	<b>Service Period:</b> Calendar Years 8 and over <b>Annual PTO Accrual:</b> 160 hours on the first of the month following the 8th 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.

**For example:** *An employee that has been with the company for 5 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 pay 60 of the remaining 80 hours to the employee through a payroll check. If the employee earns \$1,500 biweekly (commissions and bonus' not included), his contribution amount would be \$1,125. 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 paid on their last payroll check. Employees that have been discharged by Datamax will forfeit all unused PTO.

