



**POLICY:** Paid Time Off (PTO) Policy  
**REVISION DATE:** January 1, 2019  
**REPLACES:** All prior policies related to paid time off

Kent Companies believes that its employees are the key to our success. We understand that work makes up a large portion of an employee's life, so it's important to us to find a balance between work and non-work activities. This promotes a positive work atmosphere and productive workforce.

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

Full-time employees are eligible for 40 hours of Paid Time Off. These hours will be available for use 90 days after their hire date. Employees will accrue PTO hours according to the following schedule:

<b>Status</b>	<b>Years of Service</b>	<b>PTO Hours</b>
<b>Full-Time Hourly</b>	0-4	40
	5-9	80
	10-14	120
	15+	160

All PTO will reset each calendar year on January 1. A maximum of 40 hours of unused PTO may be carried over; any hours above 40 will be paid out to the employee after the last paycheck of the calendar year. In the first year of employment PTO will be prorated according to hire date.

Upon termination or voluntary resignation during the first year of employment:

- Any unused PTO will not be paid out
- Any used but unearned PTO may be withheld on the final payroll check on a pro-rated basis

Upon voluntary resignation after the first year of employment:

- Any EARNED and unused PTO will be paid out on the final pay check.

Requesting a payout of any unused PTO is not allowed during your first 3 years of employment.

All employees (beginning from date of eligibility) that work less than 1900 hours in any given year will receive vacation pay according to the following formula:

$$\frac{\text{Number of hours worked}}{1900 \text{ hours}} \times \text{Earned PTO hours}$$

All PTO should be prescheduled and must be approved by the employee's supervisor. Approval for all scheduled time away is subject to the needs of the division in which the employee works,



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and a 30-day notice is appreciated. We understand that emergencies can happen, so in these cases employees will be allowed to take unscheduled PTO with less than 24 hours' notice and regardless of applicable workload.

Because of the seasonal nature of our industry, employees with multiple weeks of PTO should take no more than one week off during the summer months (May 1-September 30).

### **Personal Time**

Employees will also be eligible for 16 hours of personal time after 90 days of employment.

The maximum amount of personal time an employee can have at any time is 16 hours. At the employee's anniversary date personal time will reset to 16 hours and any unused hours will not roll over. Personal time cannot be requested as a payout and will not be paid out upon termination or voluntary resignation.

### **Bereavement**

Kent Companies believes employees should have the necessary time needed to grieve the loss of a loved one. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor's approval, use any available vacation for additional time off as necessary.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, grandparent, grandchild or spouse's grandparent.
- It is at the managers' discretion to allow time as needed for additional losses, and any exceptions to the above granted time must be approved by executive management.