

Time Off with Pay

Schupan supports work-life balance to promote the health and well-being of our employees. The amount and type of time off with pay received each year is determined by the employee's classification (full-time vs. part-time), employment category (salary vs. hourly), and years of service. Seasonal, temporary, or contract employees are not eligible for this benefit.

Paid Time Off (PTO):

Paid Time Off (PTO) is available for eligible employees to take time to rest, rejuvenate, pursue personal interests, etc.

Eligible employees are defined as employees in a regular full-time position, scheduled to work, an average of 30 hours (minimum) per week. and will receive accrued PTO (see chart below).

Years of Service	Annual PTO Hours	Hours accrued on a weekly basis
0 to 4	80	1.54
5 to 9	120	2.31
10 to 14	160	3.08
15 +	200	3.85

Employees' weekly accrual will automatically increase to the next level on the Monday following their anniversary date. For example, an employee's accrual during their 4th year of service will be 1.54 hours per week; on the Monday following their 5th anniversary, their weekly accrual will change to 2.31.

Employees will stop accruing PTO if their balance of unused hours is greater than two (2) times their annual allotment. For instance, if an employee receives 80 hours of PTO per year, the employee may accumulate a maximum of 160 unused hours before they stop accruing additional PTO. Once their balance goes below the maximum, they will begin to accrue PTO again.

PTO hours taken will be paid at the employee's straight-time rate of pay and will not be included in the calculation used for the purpose of determining overtime or the eligibility for this benefit.

Eligible employee may "sell back" and receive payment for up to 40 hours of PTO annually.

All available PTO hours must be exhausted before an employee can be approved to take unpaid time off work. Requests for unpaid time will be considered on a case-by-case basis, in compliance with all applicable federal, state, or local laws and Schupan policies. Granting of unpaid time is at the discretion of the employee's supervisor.

Employees are encouraged to provide notice of at least 14 days of a foreseeable need for PTO. If it is impossible to give 14 days' notice, an employee must notify his/her direct supervisor as soon as possible. Generally, no more than two consecutive weeks of PTO will be granted at one time.

New hires will receive eighty (80) hours of PTO upon hire to use in their first year. New hires may begin to use PTO after their completion of ninety (90) days of employment.

Employees who transfer from an ineligible position into an eligible position will receive PTO prorated based on their anniversary date.

Hourly employees are required to use PTO in one hour increments.

Salary employees are required to use PTO in full and half day increments.

Unless otherwise required by state law, accrued but unused PTO will be paid out upon an eligible employee's separation from employment if the employee has reached his/her one-year anniversary, voluntarily resigns, and gives Schupan two weeks' notice of the resignation before the employee's last day. Additionally, if an eligible employee separates from employment and is later rehired by Schupan, no accrued but unused PTO will carry over from the previous employment period.

Paid Sick Leave

Up to five (5) sick days (up to 40 hours) will be provided each January to hourly employees who regularly work more than 24 hours per week. Paid sick leave will be granted for an employee's personal illness or injury, or for any other reason required by law. For more information please refer to the posted federal and state law poster at your location.

Sick time does not carry over from year to year unless required by state law.

New hires will receive pro-rated sick time based on their hire date.

The Company reserves the right to request documentation for any absence from work, including reasons defined under the applicable state or local law. When the Company requests documentation, the employee will be given three (3) days to provide the requested documentation. Please refer to the Absenteeism and Tardiness policy for further information regarding attendance notification procedures.