PAID TIME OFF (PTO) POLICY

AH, PAID TIME OFF. NOW WE'RE PAYING FULL ATTENTION, RIGHT?

We want employee-owners to work well and live well. We offer all employee-owners Paid Time Off (PTO) for purposes such as vacations, personal time and sick time (for the employee-owner's own illness, injury or for caring for family members).

ELIGIBILITY

All active, full-time employee-owners working an average of 30 or more hours a week are eligible. Part-time, seasonal, interns, and temporary positions are not eligible.

RATES

PTO will be aligned and compensatory to the employee-owner's level of experience in the industry and years of continued service as of his or her most recent employment anniversary date. PTO is based on a March-to-March calendar witha rollover date of March 1st, meaning your next allotment of PTO will be distributed each year on March 1st. The following table outlines the company's minimum PTO rates based on years of service, and exceptions will be at the discretion and approval of the branch/department vice president.

PTO AWARDS (1 DAY = 8 HOURS)		
YEARS OF SERVICE	**PTO RATES (HOURLY)**	**PTO RATES (SALARY)**
0 - 4 YEARS	40 HOURS	80 HOURS
5 - 9 YEARS	80 HOURS	96 HOURS
10 - 14 YEARS	120 HOURS	120 HOURS
15+ YEARS	160 HOURS	160 HOURS

GUIDELINES

- PTO requests should not be approved until after the employee-owner has successfully completed thirty (30) days of service with the company.
- PTO must be used in four (4) or eight (8) hour increments. PTO is not part of any overtime calculation and is paid at the employee-owner's straight-time rate and 1 day = 8 hours. Employees are not entitled to pay in lieu of taking time off.
- The maximum amount of unused PTO that may be carried over to the next year is 40 hours. Any unused amount above and beyond 40 hours will be forfeited if it is not used in the year it was earned.
- Any time off is subject to supervisory approval and whenever possible, PTO must be scheduled with two weeks advance notice. If reasonable advance notice is not provided, PTO may not be approved. There may be occasions, such as sudden illness, when employee-owners will be unable to notify their supervisor in advance. In those situations, employee-owners must inform their supervisor of their circumstance as soon as possible.
- If employment terminates, for any reason, PTO may not be used during any resignation or notice period, or to extend the last day of employment.
- Employee-owners will not be paid out for unused days of PTO upon separation from employment.

* *As of 2025, ESS' PTO calendar runs from March to March.*