

PAID TIME OFF (PTO) POLICY*

To All Core Temporary Employees:

Core has adopted the following Paid Time Off (PTO) policy, which replaces any and all prior sick leave or other time off policies:

Employees are eligible to accrue and use PTO in accordance with this policy. Employees will accrue one PTO hour for every 30 hours worked on assignment for Core, up to 56 PTO hours (generally the equivalent of 7 working days) in total for the **calendar year, January through December**. PTO accrues in one hour increments, not fractions of an hour. PTO can be taken in 4 hour increments up to the maximum number of 8 hours a day. Up to 56 hours of accrued but unused PTO will be carried over from one calendar year to the next, however an employee may not use more than **56 hours** of PTO in a given calendar year.

Hours Worked	PTO Accrued
120	4 hour
240	8 hours
360	12 hours
480	16 hours
600	20 hours
720	24 hours
840	28 hours
960	32 hours
1080	36 hours
1,200	40 hours
1,320	44 hours
1,440	48 hours
1,560	52 hours
1,680	56 hours

You can view your available PTO time on the right side of your check stub labeled Sick Hours Avail.

Example:

Sick Hours Avail 9.50+

**Be aware, Core pays PTO out in 4 hour increments, so you would only be able to take 8 hours of PTO even though the check reads 9.50 available.*

HOW TO INPUT PTO ON YOUR TIMESHEET

Leave the day blank that you are taking a PTO day and notate the PTO day and the number of hours you wish to use in the “Employee Comments” section of the online timesheet. You must click the SAVE COMMENTS button before submitting or we won’t see the comments. SAVE COMMENTS is not the same thing as SAVE TIMESHEET. SAVE COMMENTS is below the Employee Comment box.

If you are not using our timesheet portal and submitting a screenshot of your timesheet to *payroll@employcore.com*, please indicate in a separate email from your timesheet to *payroll@employcore.com* that you are requesting PTO. If you send the request with the timesheet, we may miss the request.

PTO IS NOT PAID OUT AT THE END OF YOUR ASSIGNMENT

Accrued but unused PTO is not paid out upon termination of employment for any reason. Similarly, if 6 months or more pass after your last assignment without you starting a new assignment for Core, your PTO accrual will be reset to zero.

YOU MUST STILL BE WORKING FOR CORE AFTER THE PTO DAY REQUESTED

You must be currently working after the PTO day you request in order to use PTO. As an example, if your job ended on a Thursday, you cannot request a PTO day for the following day.

PTO IS PAID AT THE REGULAR BASE PAY RATE

PTO will be paid at your regular base rate of pay at the time of absence and will not be considered time worked for the purposes of overtime compensation.

PTO IS PAID IN 4 HOUR INCREMENTS

PTO is paid out in 4 hour increments. If you are using 4 hours of PTO for a day you worked a half day, the total hours for the day including the 4 hours of PTO cannot exceed 8 hours.

DAYS ELIGIBLE FOR PTO

Accrued PTO may be used for any purpose, whether for sick or family leave, vacation, holiday, etc., provided proper notice to Core is provided as set forth below. PTO cannot be requested if you worked more 8 hours in a day. PTO can only be requested for days that you normally work. For example, if you don't normally work on Saturday or Sunday, PTO cannot be claimed for those days. If you are using 4 hours of PTO for a day you worked a half day, the total hours for the day including the 4 hours of PTO cannot exceed 8 hours.

In cases where you know about your need or desire to use PTO in advance, you are required to give your supervisor as much notice as possible of the date(s) or time(s) you will be out. If the need or desire to use PTO is for the medical or health needs of your family member(s) or you and it is foreseeable, you should give your supervisor no less than 7 days' advance notice. Except for PTO used for your or your family member's medical or health needs, your supervisor reserves the right to not approve the use of your requested PTO. If you request to use PTO for your or your family member's medical or health needs for more than 3 consecutive days, Core may request a note from a medical professional attesting that the leave was taken for such a reason (provided that the note should not specify the nature of the employee's or family member's injury, illness, or condition). Core also reserves the right to ask you to provide a written statement confirming the need to use PTO for your or your family member's health or medical needs.

In the event that you are unable to go to work due to an emergency or illness, please call us at 212-766-1222 first thing in the morning. Recruiters are in our offices at 7:30am each weekday to handle any last-minute issues.

An employee's failure to comply with this policy (such as the requirement to provide a physician's note as requested by us or to provide advance notice as required by this policy) may result in the employee being denied use of, and not paid for, PTO. An employee's abuse or misuse of PTO will also result in disciplinary action, up to and including immediate termination of employment.

**Policies are subject to change.*

Please contact our payroll department to get the most up to date information.