

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. 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 Hours Accrued
30	1
60	2
90	3
120	4
150	5
180	6
210	7
240	8
270	9
300	10
330	11
360	12
390	13
420	14

Hours Worked	PTO Hours Accrued
450	15
480	16
510	17
540	18
570	19
600	20
630	21
660	22
690	23
720	24
750	25
780	26
810	27
840	28

Hours Worked	PTO Hours Accrued
870	29
900	30
930	31
960	32
990	33
1020	34
1050	35
1080	36
1110	37
1140	38
1170	39
1200	40
1230	41
1260	42

Hours Worked	PTO Hours Accrued
1290	43
1320	44
1350	45
1380	46
1410	47
1440	48
1470	49
1500	50
1530	51
1560	52
1590	53
1620	54
1650	55
1680	56

HOW TO VIEW AVAILABLE PTO TIME

You can view your available PTO time from the Employee Portal under Checks. Select the last check you were paid and click on the download icon.  The total is on the right side of your check stub labeled Sick Hours Avail. *Paid PTO is rounded down to the nearest .25 of an hour (i.e. 1.38 hours available would be rounded down to 1.25 hours).*

Example:

Sick Hours Avail 9.50+

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. *Paid PTO is rounded down to the nearest .25 of an hour (i.e. 1.38 hours available would be rounded to 1.25 hours).*

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 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 DAYS ARE PAID AT THE USUAL HOURS AND DAYS YOU WORK

If you take a PTO day, you will be paid for the usual hours you work that day. If you normally work 7 hours, you will be paid 7 hours day. If you normally work 3 hours, you will be paid 3 hours for the day. *Paid PTO is rounded down to the nearest .25 of an hour (i.e. 1.38 hours available would be rounded to 1.25 hours).*

If you work part of the day and want to take PTO hours to cover the time missed, the total hours for the day must equal the usual hours you work for the day. You can only be paid for PTO on days you normally work. If you don't normally work on Saturdays and Sundays, you cannot claim PTO hours for those days.

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 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.

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 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 work part of the day and want to take PTO hours to cover the time missed, the total hours for the day must equal the usual hours you work for the day.

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 you 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 you 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