

3-1. Paid Time Off

Behavioral Health Solutions' Paid Time Off ("PTO") program recognizes the varying needs of employees to receive time off based on individual preferences and circumstances and allows employees, with manager approval, the greatest possible flexibility in determining when and how PTO benefits will be used. This program provides employees increased control over their own time and simplifies the administration of leave benefits by combining sick, personal and vacation leave into PTO.

Accrual and Eligibility

Employees will accrue PTO based upon the completed years of service and position with the company. PTO will accrue each pay period, according to the following schedule:

PTO ACCRUAL SCHEDULE FOR EMPLOYEES				
Position	Years of Service	PTO Accruals Per Hour Worked	Maximum Hours/Days Available to Take	Allowed Roll-Over
Executive/Physician	First Year (0-12 months)	0.05770	120 hours/15 days	80 hours
	1-3 Years (13-36 months)	0.06731	140 hours/17.5 days	96 hours
	4-7 Years (37-96 months)	0.07962	160 hours/20 days	120 hours
	8 Years and Over (108+ months)	0.08654	180 hours/22.5 days	140 hours
Managers/Providers	First Year (0-12 months)	0.03846	80 hours/10 days	48 hours
	1-3 Years (13-36 months)	0.04615	96 hours/12 days	60 hours
	4-7 Years (37-96 months)	0.05770	120 hours/15 days	80 hours
	8 Years and Over (108+ months)	0.06731	140 hours/17.5 days	96 hours
Staff	0-3 Years (0-36 months)	0.03846	80 hours/10 days	48 hours
	4-7 Years (37-96 months)	0.04615	96 hours/12 days	60 hours
	8 Years and Over (108+ months)	0.05770	120 hours/15 days	80 hours

Employees may request to use their accrued, unused time, in accordance with the provisions of this policy. If an employee is promoted into a position with a higher-level accrual, they will begin to accrue at the rate indicated above during their 1st full pay period in the new position. In the event that an employee is demoted, they will retain their current accrued, unused time and will begin to accrue at the new rate during their 1st full pay period in the position. Once an employee reaches an anniversary with

a higher-level accrual, they will begin to accrue at the new rate during their 1st full pay period in the new position.

Under this policy, employees accrue Paid Time Off based on actual hours worked and may not borrow against future PTO accruals. Employees will accrue PTO while on paid leave, such as PTO or Holiday, but will not accrue during unpaid leave, such as a leave of absence unless otherwise required by law. Additional information concerning Leaves of Absences is covered later in this policy.

Employees are encouraged to take PTO during the year in which it is earned; however, the maximum amount of PTO an employee is allowed to use in each benefit year is outlined in the table above. Accrued and unused paid leave may carry over year to year (based on anniversary) to a maximum amount as outlined above in the accrual chart. The amount of PTO accrued, used, and available will appear on your paycheck stub.

Additionally, accrued and unused PTO will not be “paid out” in lieu of being taken.

PTO and Leaves of Absence

Except as otherwise prohibited by applicable law, PTO will not accrue during leaves of absence, while receiving worker’s compensation, or during formal leave, e.g., disability, family, medical or military, etc.

Request for Time Off and Approvals

Employees cannot request PTO in an amount less than (2) hours, or in increments less than (1) hour thereafter, up to (8) hours per day. The company requests that scheduled PTO does not begin less than (14) days from the day in which the request was submitted.

All requests must be submitted in writing and approved by the employee’s manager in accordance with the time frame listed above. Requests that do not adhere to the guidelines above may be denied. Every attempt will be made to grant PTO time for the days requested taking operating requirements into account, however, management reserves the right to postpone or cancel any unapproved PTO. The Company recognizes the occasional need for the use of unplanned PTO for such uses as employee or dependent illness and other personal situations. Except as otherwise prohibited by law, inappropriate frequency or patterns of unplanned PTO may constitute an abuse of this policy and may be considered grounds for disciplinary action, including possible termination of employment. The Company reserves the right to request substantiating documentation as it relates to the use of PTO at any time in compliance with company policy.

PTO upon Termination of Employment

In the event employee’s employment with the Company terminates for any reason, the Company will pay employee for accrued but unused PTO up to a maximum of 40 hours in the first available payroll following the termination date. In the event applicable law mandates different provisions for the payment of unused vacation time, then the Company will abide by applicable law.

Employees are not permitted to take PTO following their last day of being actively at work with the Company. For example, an employee who resigns effective on a Wednesday must be actively at work on that Wednesday. They would not be permitted to resign effective Wednesday, but have their last day of active work be the preceding Friday and then take PTO for Monday, Tuesday, and Wednesday. Instead,

the employee would resign effective Friday and would receive payment for the accrued, but unused PTO in accordance with the terms and conditions of this policy.