



## Paid Time Off: What Is It and How Do You Calculate PTO?

### A Little of This and a little of That

We want to highlight a few items of importance.

#### Vacation Weekly Accruals:

The vacation weekly accrual process is up and running. Your job classification and years of employment determine your weekly accrual. See the chart below for your weekly accrual hours.



#### Guidelines for Paid Time Off Use

1. All employees may begin to draw on any of their accrued PTO on the 91<sup>st</sup> consecutive day of employment.
2. To use vacation, employees must request in advance via their ADP Self-Service Portal approval from their supervisor. Requests will be reviewed based on various factors to include business needs and staffing requirements.
3. Employees may use time from their vacation in the following minimum daily increments:
  - a. Drivers and Dock - 8 hours
  - b. Office Administration and Customer Service - 4 hours
  - c. Management – 8 hours
4. Employees are not allowed to draw more than 40 hours per week.
5. All Vacation hours taken will be subtracted from the employee's accrued time balance.
6. Vacation hours cannot be cashed out.

Full Time Drivers*			
Continuous Employment Years	Weekly Accrual Rate	Vacation Hours/Year	Paid Time Off Days
91 Days	0.7692	10	1
1	0.7692	40	5
2	0.7692	40	5
3	1.5385	80	10
4	1.5385	80	10
5	1.5385	80	10
6*	1.8462	96	12
7	2.1538	112	14
8	2.4615	128	16
9	2.7692	144	18
10+	3.0769	160	20

Full Time Regular Employees			
Continuous Employment Years	Weekly Accrual Rate	Vacation Hours/Year	Paid Time Off Days
91 Days	0.7692	10	1
1	0.7692	40	5
2	0.7692	40	5
3	1.5385	80	10
4	1.5385	80	10
5	1.5385	80	10
6	1.5385	80	10
7	2.3077	120	15
8	2.3077	120	15
9	2.3077	120	15
10+	3.0769	160	20



**Recognition Programs:**

We haven't heard from you in a while. Who deserves your nomination for one of our 3 recognition programs? Who carried the ball? Who led by example? Who was EPICCC?

**Carrying the Ball**

This program recognizes Staff Support employees (Customer Service, Office Administration, Professional/Technical) for their day-to-day efforts that contribute in a special way to getting the job done. Each month you and your manager can nominate a Staff Support employee who displays selflessness and all five of our Core Values. One winner is chosen and announced each month.

**Lead By Example**

The Lead by Example (LBE) award is granted by management nominations to recognize accomplishments and to reward and reinforce Manager/Supervisor excellence. Each Quarter, you can nominate a Manager or Supervisor who performs above and beyond the norm and holds true to our 5 Core Values. One winner is chosen and announced each quarter.

**EPICCC 2021**

The EPICCC 2021 is granted by peer nominations to recognize accomplishments, and to reward and reinforce employee excellence. The employee to be nominated must hold company standards and go above and beyond the norm in at least ONE of our five Core Values.

**Easier To Nominate**

*We made it easier for you to nominate co-workers or managers for our recognition programs. The process is as easy as a click of your mouse. Use this link to place your vote for any employee who has made a difference → [Employee Recognition Program \(office.com\)](https://www.mykplan.adp.com)*

**ADP 401K Beneficiary:**

Just a reminder to ensure you include beneficiary information when enrolling into our 401K benefit. For those participants whose information was transferred from Empower (Mass Mutual) into ADP, your beneficiary information was not transferred. You must log into your 401K account via this Internet address → <https://www.mykplan.adp.com>. Click on the section entitled, "Manage My Beneficiary". You can only add and revise beneficiary information via ADP's 401K Internet link. The mobile app will not allow this function to be completed.

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**Our Core Values**



❖ **EMPLOYEE FOCUSED**

Success is a team effort. Our culture of teamwork allows us to work together with our customers to deliver better solutions and collectively accomplish our goals.

❖ **PROFESSIONAL**

Ethics, respect, standards, and image are the cornerstone of our company.

❖ **INTEGRITY**

We insist on acting with honesty and honor without compromising the truth.

❖ **CUSTOMER DRIVEN**

We are committed to providing the highest quality service to exceed our customer's expectations.

❖ **CONTINUOUS IMPROVEMENT**

We relentlessly pursue excellence.