

## Handi Medical Supply

### Paid Time Off (PTO)

PTO is provided to eligible team members for leisure time, personal time, time lost from work due to illness, injury or family emergencies. Team members accrue PTO based on the following schedule, based on working 40 hours per week.

### PTO Accrual Schedule

Length of Employment	Days Accrued per Year	Hours Accrued per Pay Period
0-3 years	14	4.31
3-5 years	19	5.85
5-10 years	24	7.38
10+ years	29	8.92

### Eligibility

Team members must be in a regular full-time employment status in order to be eligible for paid time off. Full-time is defined as working at least 32 hours per week.

### Utilization

Eligible team members begin accruing PTO on their first day of employment; however, PTO cannot be used until after the successful completion of the 90 day introductory period. PTO is paid at the team member's base rate of pay and is not part of any overtime calculation.

### Requesting PTO

All time off requests with the exception of illness must be pre-approved by the team member's leader. Approval of PTO is based upon business need.

PTO requests are to be submitted no earlier than 90 days prior to the time off request unless travel arrangement must be made. PTO requests are not to be submitted unless there are appropriate hours in the team member's PTO balance. Team members may not take PTO in advance of its accrual.

### Limitations

PTO may be carried over to the next calendar year; however, no more than two years of accrued but unused PTO earnings may be carried over. If a team member reaches the maximum PTO accrual, the team member no longer earns PTO until the PTO balance falls below the maximum accrual.

Unpaid time off is only available on a case-by-case basis and must be pre-approved by your leader. Pay in lieu of actually using time off is not permitted.

### PTO at Separation

Team members will be paid unused accrued time off upon separation as long as the team member provides Handi Medical Supply a two week notice of their decision to terminate employment and has fulfilled that notice.