

## PAID TIME OFF

- **ELIGIBILITY –**

Zoltek provides Paid Time Off (PTO) for all regular full-time employees who work at least forty (40) hours per week.

### **Vacation Time (PTO) (Hourly Associates)**

Employees become eligible to use Vacation (PTO) on the first of the month following 60 days of employment. However, this will accrue beginning with first paycheck received. The minimum usage for PTO is one (1) hour. Borrowing time is not permitted. It must have been earned in order to use.

Hours are accrued on a per-check basis based on seniority level:

0-6 years service- 3.70 hours per paycheck up to 96 hours

6-11 years service- 5.25 hours per paycheck up to 136 hours

11+ years service- 6.75 hours per paycheck up to 176 hours

\*\*\* Seniority level jumps the first payroll in January after reaching 5 years and 10 years of service

PTO hours never expire, but never exceed the max for your seniority level.

Employees are given 24 hours sick time every January 1

Employees are required to give AT LEAST 48 hours notice through [www.paycor.com](http://www.paycor.com) for any days you wish to take Vacation (PTO). **Failure to give at least 48 hours notice will result in an unexcused absence and a possible incident (1 point).**

Employees still in employment the first of the month after 60 day will be eligible for payout of Vacation (PTO) upon separation. The Paid Time Off (PTO) program puts vacation and sick leave into one program for to provide time off for the purpose of rest, relaxation, illness, personal and family needs. The PTO year begins on January 1 and ends on December 31. The minimum usage for PTO is one (1) hour. A full day/shift is calculated as eight (8) hours.

**PTO Time Off Schedule (Salary, Corporate, ETC and other specified Employees)**

<b>Length of Service (seniority level)</b>	<b>Days Per Year</b>	<b>Eligibility</b>
1st year – Start date January – March	12 days	After 60 Days
1st year – Start date April - June	8 days	After 60 Days
1st year – Start date July -September	4 days	After 60 Days
1st year – Start date October - December	0 Days	
5 Years or less	15 days	January 1st
6 Years – 10 Years***	20 days	January 1st
More than 10 Years***	25 days	January 1st

\*\*\* Seniority level jumps the first payroll in January after reaching 5 years and 10 years of service

During the first year of employment, PTO is prorated according to the chart above. From the first full year of employment, Paid Time Off for all Staff Members is calculated according to the PTO Year. PTO is accrued on a monthly basis. PTO should be requested via [www.paycor.com](http://www.paycor.com).

Staff Members may carry over up to 40 hours PTO to the following calendar year; each January 1st the PTO will reset, and any unused hours above 40 from the previous year will be lost at that time. PTO that was used before it was earned will be deducted from an employee’s pay at termination.

Salary, Corporate, ETC and other specified Employees must be employed at least one year before payout of PTO upon termination.