

## **Concord Crossroads, LLC Employee Handbook Amendment No. 1**

**Effective Date: March 5, 2018**

This amendment serves as the new Concord Crossroads, LLC authorized policy on Paid Time Off and Paid Sick Leave **effective 5 March 2018**. As such, this amendment supersedes Section 3, page 3-5 in the Concord Crossroads, LLC Employee Handbook Version 1.0, 2014.

### **Paid Time Off [PTO]**

#### **Purpose**

The Paid Time Off [PTO] Policy provides regular, Full-Time employees with earned days away from work with pay. Paid Time Off days may be used for vacation, personal time, illness, or time off to care for others. PTO must be scheduled in advance and acknowledged and signed by the COR or the Government Representative and approved by C3R Corporate Office (Human Resources Department and/or C3R Program Manager), except in cases of illness or emergency.

The PTO Policy does not cover scheduled holidays, floating holidays, time off for jury duty, or bereavement leave. Questions about PTO earned and used should be referred to the C3R Human Resources Department.

Paid Time Off is accrued based upon years of service. Paid Time Off is based on the following schedule:

<b>Tier</b>	<b>Completed Years of Employment</b>	<b>Paid Time Off Accrual</b>	<b>Availability</b>
<b>One</b>	Up to and including year 2	6 days [1.85 hours per pay period]	January 1 <sup>st</sup> and after 90 day Probationary Period*
<b>Two</b>	Beginning year 2	10 days [3.08 hours per pay period]	January 1 <sup>st</sup> =6 days, and balance awarded on employee anniversary date*
<b>Three</b>	Beginning year 5	14 days [4.31 hours per pay period]	January 1 <sup>st</sup> =10 days and balance awarded on employee anniversary date*

#### **Eligibility**

PTO is accrued upon date of hire based upon years of service. Eligible employees must be Full-Time employees who are scheduled to work at least 30 hours per week on a regular basis. Part-Time employees working less than 30 hours per week on a regular basis, interns, and temporary employees are not eligible to accrue PTO. Newly hired Full-Time employees are eligible for PTO after [90] days of a Probationary Period of employment.

## **Procedures**

For the Tier One , PTO days are available for use on January 1<sup>st</sup> or after the completion of the Probationary Period. In Tiers Two and Three, the balance of the PTO days will be available on the Anniversary Date of the Full-Time employee. PTO days are not carried over at the end of the year.

Submit PTO requests in writing at least one week in advance to your government manager for acknowledgement and signature of your leave from work.. Submit the signed request to C3R Corporate Office (Human Resources Department and/or C3R Program Manager). When possible, PTO requests are granted, taking into account operating requirements, work schedules, performance deadlines. Length of employment may determine priority in scheduling PTO requests.

PTO days cannot be carried over to the following year. Employees are not paid in lieu of taking the actual time off.

PTO leave is not transferrable to other employees.

Employees are not paid for earned but unused PTO upon discharge, unless state law dictates otherwise.

## **Paid Sick Leave**

### **Purpose**

C3R recognizes that employees will need days off from work to address their medical needs.

### **Eligibility**

Full-Time employees who are scheduled to work at least 30 hours per week on a regular basis are eligible for paid sick leave after a ninety [90] days of Probationary Period of employment for a new hire.

### **Procedures**

Paid Sick Days are accrued at 56 hours a year or 7 days a year.

Carry over rule: Employees are allowed to carry over 40 hours from one calendar year to the next. Any hours over 40 at the end of the calendar year will be lost. Total hours in one calendar year may not exceed 96 hours.

Paid sick leave accrued shall carry over from one [1] year to the next, not to exceed 40 and shall be reinstated for employees rehired within twelve [12] months after a job separation.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

Paid sick leave is not transferrable to other employees.

Employees are not paid for earned but unused sick days upon discharge.

## **Combined Time Off**

Paid Time Off and Paid Sick Leave may be used interchangeably. Both may be used for personal leave, medical leave, or annual leave. The leave may be combined within one day.



**\*Please Note: If an employee separates from C3R before actually having accrued the PTO and Sick leave taken, the employee is required to reimburse C3R for the difference; the appropriate amount will be deducted from any final payments owed to the employee.**

Please read, sign and return to Human Resources.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_