

KUPU - KAC MEMBERS

Paid Time Off (PTO) Policies

Employment Categories

Many times, employment categories are used to determine your eligibility for certain benefits offered by Kupu KAC. For the purpose of the benefits detailed below, the following employment categories apply:

- Full-time Member
Any member who is hired as such and regularly works between 20 and 40 hours per workweek.
- Part-time Member
Any member who is hired as such and regularly works 20 hours or less per workweek.

Paid Time Off (PTO)

Kupu KAC provides paid time off (PTO) as a benefit to full-time and part-time members, to be used for absences from scheduled work due to illness/injury, personal business, or vacation.

Eligible members will receive an allotment of PTO hours of after completing three (3) months of employment. Full-time members will receive allotments of 24 hours of PTO. Part-time members will receive allotments of 12 hours.

Using PTO Due to Illness or Injury

If you need to request PTO due to illness or injury, you must contact your supervisor at least two (2) hours prior to your scheduled starting time. If you are unable to do so due to hospitalization, incapacitation, or other unforeseen circumstance, you must contact your supervisor as soon as possible.

If you are unable to reach your supervisor directly, you may leave a voicemail or text message on his or her cellphone, or you may send an email. Be sure to include the date and time of your message, the reason for your absence, and your expected return to work date. However, if you leave a voicemail or text, **it is your responsibility to follow up to confirm that your message was received.**

In the event that you are unable to place the call yourself due to a serious medical emergency (i.e., hospitalization and/or incapacitation), please make every effort to have your medical care provider contact your supervisor on your behalf. However, as soon as you are able, you must personally contact your supervisor.

Your workplace supervisor has voicemail for you to leave a message. When leaving a message, your message should include the date and time of your call, the reason for your call, and your expected return to work date. However, if you leave a message, it is your responsibility to call back and personally speak to your supervisor.

Your workplace supervisor may request medical certification (a doctor's note) verifying your absence if you are absent for three (3) or more consecutive days.

Excessive absenteeism and/or abuse of PTO may result in disciplinary action, up to and including dismissal. You may wish to review other leave policies which may be applicable to your situation.

Using PTO for Personal Business or Vacation

PTO for personal business or vacation must be taken in half-day blocks. If you need to request PTO to attend to personal business, you must submit your Time Off Request through HR Symphony at least two (2) days prior to the day you would like to take off.

If you plan to use PTO hours to take a vacation, you must submit your Time Off Request at least two (2) weeks in advance. Your supervisor reserves the right to approve or disapprove vacation requests as business needs dictate.

Unused PTO hours at the end of each year will not be carried over to your next anniversary year. Instead they will be forfeited when you receive your next allotment of hours.

Members who switch from part-time to full-time will become eligible for the higher rate of accrual for vacation benefits on the effective date of the status change.

Paid time off is not considered a part of earned income, earned compensation, or any other form of vested benefit. Members will not receive compensation for any unused PTO hours, either at the end of their anniversary year or upon separation of employment.

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Acknowledgement of Paid Time Off (PTO) Policies

I hereby acknowledge that I have received a copy of, read, and understand the following policies, which Kupu KAC is issuing as a supplement to the Employee Handbook:

» **Employment Categories**

» **Paid Time Off (PTO)**

I understand that my failure to comply with any workplace rules, policies, or procedures may result in disciplinary action, up to and including dismissal. Also, I understand that the Employee Handbook, supplements to the Employee Handbook, and the policies, procedures, and benefits described therein are subject to change at any time, with or without prior notice.

Print Name: _____

Signature: _____

Date: _____