

## Office Paid Time Off Policy\* (Full-Time Employees)

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<b>Eligibility</b>	Corporate Office, Regional Office and Discount Tire Direct full-time employees accrue Paid Time Off (PTO) hours effective from the date of full-time hire in accordance with the schedule below.  Part-time, seasonal and/or temporary employees do not accrue PTO benefits.
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**Accruing PTO** Employees accrue PTO according to the following schedule:

Years of FT Service	Days per Year
0 - 5	16 days annually
6 - 10	21 days annually
11+	26 days annually

The PTO year is a calendar year beginning January 1st and ending December 31st. PTO does not accrue while an employee is on a leave of absence status.

The maximum accrued balance at any time is twice the employee's annual accrual. Once an employee reaches this limit, they will accrue 0.00 hours each month until they take time off.

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<b>Scheduling PTO</b>	PTO requires careful planning. Employees should submit PTO requests to their Manager. PTO must be scheduled and approved in advance by the Manager whenever possible. Some time periods may be unavailable due to scheduling and / or work volume. The Manager will have final approval in granting PTO based on the needs of the department.
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When an illness or other personal situation prevents an employee from reporting to work, the employee must notify the Department / Office Manager, or an alternate person designated by the Department / Office Manager, as soon as possible. An employee's failure to call their Department / Office Manager to report the absence, can result in disciplinary action up to and including termination.

An employee may be required to submit medical certification of personal or family illness or injury at the request of the Manager, depending upon the nature of the illness or injury, or the frequency of absence from work. Employees reporting for work after a major illness or injury may be required to submit a statement from their physician releasing them for active work status.

Employees are encouraged to keep a day or two of PTO in reserve for unexpected situations.

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\* The Company reserves the right at any time, to amend, modify, change, suspend, cancel or terminate this policy, in whole or in part.

**Using PTO**

During the first year of full-time employment, PTO can only be taken once it is accrued. After one year of full-time employment, PTO that will be earned during the calendar year can be taken before it is accrued. Additional PTO cannot be borrowed from the next calendar year.

PTO time can be taken in one-hour increments.

If a company recognized holiday occurs while you are using scheduled PTO, that day will not be charged against your PTO balance.

PTO cannot be "paid out" in lieu of taking the time off.

Management reserves the right to require an employee to schedule and take PTO.

If an employee is terminated or resigns for any reason, or if an employee loses their "full-time" status, they will be paid for any remaining accrued PTO at the employee's base rate of pay at the time. However, if the employee has taken more PTO than has been accrued at the time of their termination, resignation or loss of "full-time" status, the company may deduct such time from the employee's paycheck, as allowed by law.

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**PTO Carryover**

Employees are encouraged to use their eligible PTO hours during the current year.

Any hours carried over can be used during the following calendar year.

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**Contact**

Please contact your Corporate Payroll Analyst with any questions regarding PTO.

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