



## **PAID TIME OFF PROCEDURE**

It is the opinion of Calco Management that employees need time away to reset to maintain peak job performance. This Paid Time Off Procedure sets guidelines to ensure fairness of time away for all and record keeping of accrued time and use of time away. PTO cannot be “banked” for use past an employee’s anniversary date. Seniority and benefits are forfeited if an employee’s termination from Calco is longer than 90 days and he/she returns to Calco. The employment anniversary date will be the new hire date should the termed employee be rehired. Paid time off does not accrue when an employee is away from work for any reason.

### **1. VACATION ACCRUED DURING LENGTH OF EMPLOYMENT**

Full-time employees are eligible for vacation benefits. Full-time is a permanent employee who works a minimum of 40 hours a week. Allowed vacation time will be based on your vested time with Calco beginning on the first full year anniversary of your employment. Twelve full months service earns five paid days of vacation leave. Accrued vacation time not used by your next employment anniversary date may be paid out. Vacation time will not roll over from one year to the next. Upon termination, employees will be paid any earned, unused vacation time less any payment(s) owed Calco.

A full day of vacation is equal to eight hours paid at the current straight time pay rate of the employee. Employees cannot create or deviate from the PTO Procedure and the amount of their current compensation.

One full year of employment an employee earns 5 paid vacation days  
Two full years of employment an employee earns 10 paid vacation days  
Five full years of employment an employee earns 15 paid vacation days  
Ten full years of employment an employee earns 20 paid vacation days

### **2. HEALTHY FAMILY WELLNESS ACT (HFWA)**

Effective January 1, 2021, Colorado enacted the Healthy Families and Workplaces Act (HFWA), requiring Colorado employers to provide paid leave to employee’s health requirements. HFWA accrual cannot be cashed out and is a benefit for time away due to illness, bereavement, or family related time away as specified in the following paragraph. HFWA requires employers to provide one hour of paid leave for every 30 hours worked by an employee in a 40-hour period, capping at 48 hours of paid leave per year. The act is in place until this law is revised. Up to 48 hours of unused accrued leave carries over for use the next year. When an employee uses HFWA PTO time, he/she will continue to accrue up to 48 hours in the year. However, only 48 hours may be used in a year, including any rollover of unused hours. The new hours accrued

that cannot be used will roll over. For example, if you roll over 30 unused hours, you may begin using the 30 immediately and may utilize an additional 18 hours (48 hours total) and continue accruing an additional 30 hours. Additional time off due to Covid is no longer covered by additional time off through the Public Health Emergency (PHE).

HFWA has been expanded and sick pay now covers attending a funeral or memorial service, to grieve, or to manage financial and legal matters that arise after the death of a family member. Caring for a family member whose school or place of care has closed due to inclement weather, loss of utilities, or other unexpected occurrence resulting in the closure. Also, when necessary to evacuate their residence due to inclement weather, loss of utilities, or other unexpected occurrence resulting in the need to evacuate.

### **3. PAID DAYS OFF (PDO's)**

Employees will also accrue Paid Days Off which are for the employee's personal enjoyment or as requested. PDO's will accrue based on time vested with Calco. They are available to permanent, full-time employees who work a minimum of 40 hours a week. New employees earn five PDO's after the first six consecutive month's of service. Five PDO's will be considered earned by a full time employee at the employee's one year of service anniversary date and at each anniversary. No more than five PDO's will accrue or may be used in a year. Unused PDO's may be paid out, will not roll over to another year, and cannot be "banked".

### **4. ADVANCE NOTICE AND SCHEDULING OF PAID TIME OFF USE**

Employees are required to complete a Paid Time Off Request form, obtained from their immediate supervisor or Human Resources, 60 days prior to the date of the requested time off for all situations except emergencies. Return the completed form to your supervisor for approval. The supervisor will make every effort to accommodate requests to schedule vacation time but reserves the right to prioritize requests based on the company's seasonal needs, the seniority of the employees requesting the PTO, the amount of advance notice given by the employee for the PTO, and the reason for the PTO. It is the responsibility of the employee to follow through with Human Resources to make sure the Paid Time Off Request Form is received in a timely manner.

It is your responsibility to notify Human Resources prior to and no later than Monday 9:00am to cash out PTO with that week's payroll run. Requests received after 9:00am Monday will be processed with the following week's payroll run. We will make every effort to accommodate requests in emergency cases outside of this guideline. Please contact your supervisor after hours.

*I have read and understand the above procedure addressing Paid Time Off. It is my responsibility to ask questions or seek further explanation of this procedure with my supervisor.*

---

Signed

---

Date

