

Unlimited Paid Time Off Policy

PURPOSE:

Here at New England Construction, we believe that employees are the key to what makes our company great. While work makes up a large portion of an employee's life, we believe that a balance between work and play is essential in maintaining quality performance and a fun atmosphere. To help foster this idea, New England Construction provides an unlimited paid time off (PTO) program to its regular, full-time employees; where each employee is afforded the flexibility to take planned vacations, take time off for illness and shift schedules as necessary. We believe that time off is important to the health and well-being of our employees and will increase your performance and productivity in your role.

This policy has been developed on the belief that employees should take responsibility for managing their own time as well as collaborate and openly communicate with their department and project team to support one another whenever possible with workload. Under this policy, no particular amount of time off is promised, guaranteed, vested or accrued. Please see the policy guidelines and requesting PTO outlined in this policy for further explanation.

POLICY AND EXPECTATIONS:

Under this policy, employees are expected to:

- Recognize that at New England Construction we value all employees' contributions and are committed to communicating with our team members in advance when scheduling an absence or notifying the appropriate team member before the start of the workday when an unscheduled absence occurs.
- Understand that due to staffing needs, sometimes, not all leave requests can be honored. All time off requests are still subject to the appropriate approval (see Requesting PTO section of this policy).
- Meet all established job responsibilities and goals despite your time off.

Procedures and Guidelines for PTO use:

- There will be no accrual for PTO time, however, time used will be tracked and monitored by the Human Resource Department.
- Employees will not accrue paid time off under this policy, therefore you will not receive compensation for "unused" PTO time when you leave the Company.
- Employees can begin to use PTO on the **90th day** after being hired.
- PTO can be used in minimum increments of one (1) hour for non-exempt (hourly) employees and (4) hours for exempt (salary) employees.
- Any PTO days beyond **ten (10) consecutive days** may be unpaid and must be approved at least 6 months in advance by a member of the Leadership Team.
- Paid Time Off is now one 'bank.' Therefore, there is no distinction between sick, vacation and personal days and there is no annual cap. However, there is distinction between scheduled and unscheduled days off. **An employee will only be allowed to discharge six (6) unscheduled paid**

days off. After that, any unscheduled time will be unpaid.

- PTO pay will not count towards hours worked for the purposes of determining overtime pay for non-exempt employees.
- **All** PTO should be accounted for on weekly timesheets. In order to evaluate this program, it is critical to accurately report all time out of work.
- Unlimited PTO is intended to build bonds of trust in working relationships. If an employee's performance declines significantly due to abuse of this policy, the Company reserves the right to review the employee's use of this policy and determine if disciplinary action is necessary, up to and including termination.

Requesting PTO:

- Employees should plan their PTO in advance with their department director, manager and team according to the following time lines and after receiving approval from their project teams:

Time Off (Workdays)

1-2 days

3-5 days

6-10 days

Noticed Required

2 weeks

8 weeks

6 months

- Employees shall discuss time off requests with their Manager and/or Project Team prior to submitting the request formally. After this has been discussed verbally, the employees shall formally request time off through the [Paylocity Portal](#). Employees should refer to NEC's Time Off Calendar prior to submitting time off.
- Employees should submit requests in line with the timeframe provided above. If the time off was unforeseen, employees should notify their manager as soon as possible. **The amount of PTO approved will vary based on business needs and factors like performance, tenure, progress towards goals, workload, and seasonality.**
- If the PTO is unscheduled and is for three (3) consecutively unscheduled days, the Company may request supporting documentation from a health care provider. The Company may also require supporting documentation after four (4) unforeseen and undocumented absences in a three (3) month period, if there is a clear pattern of using unscheduled PTO immediately before or after vacation, holiday or weekend, or as otherwise permitted by law. The Company also reserves the right to request verification of absences (such as a doctor's note) when legal and appropriate to do so.
- If an employee fails, without reasonable justification, to provide the required documentation, the Company may recoup the sum of PTO paid from future pay.
- If you submit a request and there is a change, it is the employee's responsibility to notify their manager and team members as soon as possible.

Leave of Absences:

- This policy does not apply to eligible employees requesting medical leave, non-medical leave, military leave or sabbaticals. For more information on these types of leave, please see the corresponding policies located in our handbook.

The Company reserves the right to continue, extend, revise or revoke this policy at its discretion. Any questions regarding what is appropriate attire for the workplace, please contact Amy Grenga, Director of HR at 401-434-0112 extension 1303.