
Brock



**SUPPLEMENT TO EMPLOYEE
HANDBOOK - AL, AK, DE, FL, GA, HI,
ID, IN, IA, KS, KY, LA, MI, MO, MT, NE, NH
NC, ND, OH, OK, PA, SC, SD, TN, TX, UT,
VA, WV, WI, WY**



Paid Time Off & Leaves of Absence

Section 1 - Paid Time Off (PTO)

It is the policy of the Company to provide annual Paid Time Off (PTO) to eligible employees in accordance with the guidelines established within this State Supplemental Policy. Eligibility for PTO is typically determined by specific job classifications and is provided at the discretion of the Company.

Eligible employees may use available PTO for vacation, illness, and for any other time away from work. PTO is intended to provide a pool of days for employees to have the benefit of paid time off for vacation, illness, and other time away from work.

PTO must be used during the year or it will be forfeited. Accrued and unused PTO shall not be considered earned compensation and will not be paid out upon termination unless specifically mandated otherwise by law.

• Amount & Eligibility

Once employees enter an eligible employment classification, they begin to accrue PTO. Time during which employees are on any type of leave of absence will not be counted for determining PTO eligibility. In the event of any rehire after more than sixty (60) days since the last period of employment, the employee's service date and PTO eligibility will restart. Eligible employees can request the use of PTO as soon as it is accrued.

- Employees who are eligible for two (2) weeks of PTO accrue at the rate of 1.54 hours per regular 40-hour pay period.
- Employees who are eligible for three (3) weeks of PTO accrue at the rate of 2.31 hours per 40-hour pay period.
- Employees who are eligible for four (4) weeks of PTO accrue at the rate of 3.08 hours per 40-hour pay period.

State and local laws may specify different methods than those stated in the Handbook and will prevail where applicable.

Section 1 - Paid Time Off (PTO) ^(cont.)

• Salaried and Overhead Employees

The amount of PTO salaried or overhead employees may take each year increases as noted below, based on the length of their employment. The PTO year begins on January 1 and ends on December 31.

Specific eligibility by tenure is defined as follows:

Eligibility	Date of Hire to Dec. 31 of 4 th Yr.	Jan. 1 of 5 th Yr. to Dec. 31 of 9 th Yr.	Jan. 1 of 10 th Yr. & Beyond
All Salaried & Overhead	80 Hrs. (2 Weeks)	120 Hrs. (3 Weeks)	160 Hrs. (4 Weeks)

• Part-Time Employees

Part-time overhead or salaried employees are eligible for PTO on a pro-rata basis based on the employee's average number of hours per week during the PTO year (i.e. someone working 75% of full time hours would earn 75% of PTO eligibility). Employees working less than twenty (20) hours per week are not eligible for PTO.

• Site-Based Employees

For eligible employees, PTO is available after one complete year of continuous service/employment.

The following guidelines describe minimum PTO eligibility for employees who work at customer sites or Company field offices and who are considered to be site personnel. Site personnel typically include billable employees supporting specific customers or jobsites. Individual locations may have varied benefits according to business conditions and customer contracts. For any questions about eligibility, contact your Human Resources Business Partner. To determine if a job classification is eligible for PTO, employees should contact their supervisor or the Human Resources Department.

Specific eligibility by position is defined as follows:

Position	One Yr. Anniv. To Dec. 31, 4 th Yr.	Jan. 1 of 5 th Yr. to Dec 31, 9 th Yr.	Jan. 1 of 10 th Yr. & Beyond
Site Manager, Superintendent	40 Hrs. (1 Week)	80 Hrs. (2 Weeks)	120 Hrs. (3 Weeks)
General Foreman, Foreman, HSE, Timekeeper, Planners, Site Admin.	40 Hrs. (1 Week)	80 Hrs. (2 Weeks)	80 Hrs. (2 Weeks)
Leadman, Crafts, All others	Not Eligible	Not Eligible	Not Eligible

Section 1 - Paid Time Off (PTO)^(cont.)

- **Unused PTO**

Unless otherwise mandated by law, PTO is not considered earned compensation, and any unused PTO at the end of the calendar year or upon termination of employment shall be forfeited.

Employees shall not be paid for PTO unless time is actually taken off from work. Any PTO taken shall not be considered as hours worked for purposes of calculating overtime.

- **Using Available PTO**

Unless state law or job site requirements mandate otherwise, PTO can be taken in increments of at least one (1) hour. Check with your immediate supervisor for more information about the process for approval of PTO in your location or Business Unit.

- **PTO For
Unscheduled
Absences & Illness**

If you have PTO available and must take an unscheduled day off, you must use the available PTO time to cover that time away.

Availability of PTO to cover an unscheduled day off does not dismiss any concern about a pattern of poor attendance. See the Attendance and Punctuality policy for more information.

- **PTO For Scheduled**

Vacations & Other Needs

Scheduled PTO for vacation and other needs requires prior approval of the employee's supervisor. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve PTO scheduling conflicts based on length of service. However, employees who want to change their plans after the PTO schedule has been set may lose that consideration.