

Document Number: HR009
Document Name: **Paid Time Off Policy**
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1.0 Policy Owner

Human Resources is responsible for the overall administration and interpretation of this policy. Exceptions to this policy require approval from the President of Metro Plastics.

2.0 Purpose

Metro Plastics Technologies LLC (Metro) believes that its employees are the foundation of a successful business. The purpose of this policy is to promote the health and well-being of employees by establishing a balance between work and non-working activities. There are two classifications for PTO 31.25-hour employees and 40-hour employees. Metro has designed a Paid Time Off (PTO) program that encompasses vacation, personal, and illness days.

3.0 Policy Scope

Eligibility: All Regular, Full-time, employees are eligible for PTO.

4.0 Policy

Annual PTO will be granted on January 1 based on the Years of Service chart (see below). Employees advance to the subsequent Years of Service tier when the anniversary date thresholds are met. See the table of Years of Service listed below.

After 60 days of employment, new employees will receive hours based on the month in which they have joined the company. Please consult the following table for the recruitment window for the first year. You will be aligned with the years of service calendar after concluding your first year.

Employees that move into positions with 40 hours per week schedules will receive the full PTO amount based on the applicable Years of Service schedule from the date of the status change.

Employees on approved leaves of absence such as Family Medical Leave Act (FMLA) or personal leaves of absence will be required to use PTO.

PTO requests must be submitted and approved by the employees' direct supervisor/manager prior to the date requested. Once approved, the request should be entered into the Paycor for final approval. Approval for all scheduled time away is subject to applicable workloads and company needs, and is scheduled on a first come, first served basis.

- The PTO must be used in increments of at least one hour.
- Unused PTO will not be paid out upon employment termination. Regarding all voluntary terminations, you will no longer be eligible to use PTO to compensate for your remaining time with the organization after you have submitted your notice.
- PTO will not be carried over to the next year.
- Grandfathered employees – *Any employee employed prior to January 1, 2024, has been grandfathered into their current PTO rate and will not lose PTO based on the new policy.*

5.0 Schedule

See below

40 HOUR WORK WEEK PAID TIME OFF		
YEARS OF SERVICE	HOURS	DAYS
1-2 Years	80	10 days
3-4 Years	104	13 days
5-9 Years	136	18 days
10 + Years	160	20 days

40 HOURS HIRED IN CALENDAR YEAR PAID TIME OFF		
HIRED MONTH	HOURS	DAYS
January - March	60	7 days
April - June	40	5 days
July - September	24	3 days
October - December	8	1 day

** Note, new hires can not use PTO until 60 days of Employment

31.25 HOUR WORK WEEK PAID TIME OFF		
YEARS OF SERVICE	HOURS	DAYS
1-2 Years	62.5	10 days
3-4 Years	81.25	13 days
5-9 Years	112.5	18 days
10 + Years	125	20 days

31.25 HOURS HIRED IN CALENDAR YEAR PAID TIME OFF		
HIRED MONTH	HOURS	DAYS
January - March	43.75	7 days
April - June	31.25	5 days
July - September	18.75	3 days
October - December	6.25	1 day

** Note, new hires can not use PTO until 60 days of Employment