Paid Time Off and Holidays

PTO

The PTO program allows you to build a bank of hours and provides the flexibility to use your PTO bank based on your personal situation.

The company deposits hours into your PTO bank each pay period. PTO is used for vacation, for an illness before short-term disability benefits begin or to supplement short-term disability benefits, for a family member’s illness, or for bereavement.

In addition to PTO, the company provides separate paid-leave programs for floating holidays, fixed holidays, disability, jury duty and military leave.

PTO Accrual

You accrue PTO each pay period based on your years of service, and PTO is available to use upon accrual. There is a maximum number of PTO hours employees can accrue based on their years of service. If an employee reaches the maximum, PTO hours will stop accruing until PTO hours are used and below the maximum.

<table>
<thead>
<tr>
<th>Years of Service Completed</th>
<th>Annual PTO Hours</th>
<th>PTO Hours Accrued/Posted Each Pay Period*</th>
<th>Maximum PTO Hours Before Accrual Stops</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>144</td>
<td>6.00</td>
<td>216</td>
</tr>
<tr>
<td>5-12</td>
<td>184</td>
<td>7.67</td>
<td>276</td>
</tr>
<tr>
<td>13-23</td>
<td>224</td>
<td>9.33</td>
<td>336</td>
</tr>
<tr>
<td>24 or more</td>
<td>264</td>
<td>11.00</td>
<td>396</td>
</tr>
</tbody>
</table>

*Biweekly-paid employees accrue PTO the first two pay periods each month.

- New employees receive two months of PTO accruals on their first day of employment, and additional PTO accrues each pay period after two months of employment.
- New part-time employees accrue PTO each pay period prorated based on their normal part-time schedule.
- For employees hired on or after Jan. 1, 2010, the PTO level of 24 or more years of service is not available.
- When leaving the company, the employee’s PTO balance will be paid out, up to the annual PTO hours.

Holidays

In addition to PTO, the company provides eight fixed holidays each year. Full-time employees also receive two floating holidays.
New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
Two floating holidays (full-time employees)

- If a holiday falls on Saturday or if Christmas Eve Day falls on Sunday, full-time employees will receive an additional floating holiday, and part-time employees will receive a floating holiday prorated on their gross hours from the preceding pay period. If a holiday falls on Sunday, Monday is observed as the holiday.
- Floating holidays are available to use during the current year and cannot be carried over to the following year.
- New full-time employees receive two floating holidays on their first day of employment.
- When leaving the company, floating holiday balances will not be paid out.

This information briefly describes the benefits. If there are discrepancies between this information and any of the plan documents or company policies, the plan documents or company policies will govern in all cases. The company generally reserves the right to terminate, amend or modify any of the plans described above.