

PAID TIME OFF

PAID HOLIDAYS

Four County recognizes eight days during the year as paid holidays for eligible associates.

Those holidays are:

- ✓ **New Year's Day**
- ✓ **Memorial Day**
- ✓ **Independence Day**
- ✓ **Labor Day**
- ✓ **Thanksgiving Day**
- ✓ **Day after Thanksgiving**
- ✓ **Christmas Eve**
- ✓ **Christmas Day**

Paid time off (PTO) is a benefit that Four County expects its associates to enjoy and use. It is a comprehensive benefit that is provided in lieu of traditional vacation, personal days, or sick days and is available to all full-time and part-time employees after the 90th day on the job.

PTO PER YEARS OF SERVICE

Years of Service	Per Hr. Multiplier	Hrs (Days) per year for full-time
Hire through 90 th day	0	No PTO
91 st day through year 2	.05769	120 hours (15 days)
Beginning year 3 through year 5	.06923	144 hours (18 days)
Beginning year 6 through year 9	.08846	184 hours (23 days)
Beginning year 10 and greater	.10769	224 hours (28 days)