

Paid Time Off Policy PTO

What PTO is to be Used For

Beginning January 1, 2016, Paid Time Off (PTO) is available to eligible employees and may be used for certain purposes, including the following:

- Your own illness or medical care. This is defined to include an employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis care or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
- Family care. This allows you to care for a covered family member who has the medical issues listed above. It also includes instances where a lawful public health authority has determined that the covered family member's presence would jeopardize the health of others. The "covered family member" standard is generally the same as under the Oregon Family Leave Act and thus includes a child, spouse, registered domestic partner, parent, parent-in-law, or grandparent.
- Business or school closures. This includes situations where your place of business or your child's school or place of care is closed by the order of a public official due to a public health emergency.
- Domestic violence, sexual assault, or stalking. This allows you to use "safe time" for reasons related to domestic violence, sexual assault, or stalking that affect you or your covered family member.
- Personal time off. Time taken for vacation or other personal time as needed.

For purposes of this policy, family member includes the spouse or domestic partner of an employee; the biological, adoptive or foster parent or child of the employee; the grandparent or grandchild of the employee; a parent-in-law of the employee; or a person with whom the employee was or is in a relationship *in loco parentis*.

How PTO Works

New Employees – You will begin to bank PTO as soon as you begin working. You will bank 1 hour of PTO for every 30 hours you work. After 90 days of employment, you will be eligible to use your PTO. You must be currently on an assignment and scheduled to work in order to use earned and accrued PTO.

All Employees - Accrued PTO can be taken in 1 hour increments and is paid at your current hourly rate. Except in the case of emergencies or illnesses that are unforeseen, PTO should be requested and approved in advance by contacting your home branch. A **separate** paper timecard with your PTO hours, in at least one hour increments, must be submitted by 5pm the Monday following the week it was taken, before you will be paid.

Key Limitations of PTO

40-Hour Maximum Per Year - Once you have used up your earned PTO within a calendar year, you will not have accrued time available to use until the next calendar year and you do not accrue any new hours until the start of the next calendar year.

40-Hour Maximum Carry Over - You may carry over up to 40 hours of unused PTO into the subsequent year. If you have a break in service with NSR of six months or more, any accrued PTO is forfeited. You cannot cash in unused PTO.

No Cash Out – There is no ability to cash in unused PTO during your employment with NSR. In addition, any remaining, accrued PTO is not paid at the time of separation.

Washington employees hired through our payroll services are not eligible for PTO unless authorized by the client. Based on our client agreements, some assignments in Washington are not eligible for PTO.

Special Rules for Light Duty Work in Washington - While working light duty in an office in Washington, you cannot accrue hours towards PST.

Holiday Pay Reminder for Light Duty Work - hours worked while on light duty do not count towards holiday pay.