

PTO and Unpaid Time Off Policy

Purpose

This policy outlines the guidelines and procedures for Paid Time Off (PTO) and Unpaid Time Off (UPTO) at Northwest Texas OMS, PLLC (the “Practice”). The purpose is to ensure employees understand their entitlements, the process for requesting time off, and the conditions under which time off may be granted.

Paid Time Off (PTO)

- I. **Eligibility**
 - A. To be eligible for PTO, employees must be classified as full-time regular employees and have successfully completed the getting acquainted period. Temporary and part-time employees are not eligible for PTO.
- II. **Accrual**
 - A. Full-Time Employees: Accrue PTO at a rate of **3.08 hours per pay period**.
 - B. PTO accrual begins after completion of the first 90 days of employment.
- III. **Usage**
 - A. **Purpose:** PTO can be used for planned time off, including vacation, personal time, and illness.
 - B. **Request Process:** For planned absences, employees must request PTO at least 3 days in advance. Approval is at management’s discretion, based on operational needs.
 - C. **Illness:** In case of illness, employees should notify their manager as soon as possible.
 - D. **Request Process:** Requests for paid time off should be submitted in Gusto Wallet at least 3 days in advance, except in cases of emergency.
- IV. **Carryover and Cap**
 - A. Unused PTO will not be carried over into the next calendar year.
 - B. Once the maximum accrual is reached, no additional PTO will be accrued until some PTO is used.
- V. **Approval Process**
 - A. All requests for paid time off will be reviewed by the employee’s direct manager.
 - B. The final decision will be communicated to the employee within 2 days of the request.
- VI. **Upon Termination**
 - A. Unused accrued PTO will be paid out upon termination of employment, in accordance with state laws.

- B. In the event your employment is terminated, voluntarily or otherwise, any advanced PTO that was taken and has not yet accrued must be repaid, either by deduction from your final paycheck, or other agreed-upon repayment terms.

Unpaid Time Off (UPTO)

I. Eligibility

- A. All employees are eligible to request unpaid time off, subject to management approval and operational needs.

II. Usage

- A. **Annual Cap:** UPTO is capped at 40 hours per calendar year and does not carry over into the next year. UPTO balances will reset to 40 hours on January 1st of each year.
- B. **Eligibility:** Employees may request UPTO after exhausting their PTO balance or if they wish to reserve their PTO for future use. UPTO can be used for planned time off, including personal time and illness.
- C. **Usage Restrictions:** UPTO cannot be used for multiple consecutive days. Employees may use UPTO for a full day at a time or partial hours, whether arriving late, leaving early, or stepping out during the day and returning later.
- D. **Request Process:** Requests for unpaid time off should be submitted in Gusto Wallet at least 3 days in advance, except in cases of emergency.

III. Approval Process

- A. All requests for unpaid time off will be reviewed by the employee's direct manager.
- B. The final decision will be communicated to the employee within 2 days of the request.

Compliance

Employees are expected to comply with this PTO and Unpaid Time Off Policy. Unauthorized or excessive use of unpaid time off may result in disciplinary action, up to and including termination of employment.

Acknowledgment

By signing below, I acknowledge that I have received and read the PTO and Unpaid Time Off Policy of Northwest Texas OMS, PLLC. I understand the guidelines and procedures for requesting time off and agree to comply with them as a condition of my employment.

Employee Acknowledgment

I have received and read the PTO and Unpaid Time Off Policy. I understand the guidelines and procedures regarding time off at Northwest Texas OMS, PLLC.

Employee Name: _____

Employee Signature: _____

Date: _____