

# Field Standard Paid Time Off (SPTO) Policy

| Service Anniversary     | SPTO Hours Earned for Every 173 Hours Paid in Prior Year | SPTO Hours Earned Per Year* | SPTO Days Earned Per Year* | Maximum Carryover at Year End. (hours/days) | Maximum Days Earned Per Year.** |
|-------------------------|--|-----------------------------|----------------------------|---|---------------------------------|
| Year of Hire to 7 Years | 7.67   | 92                          | 11.5                       | 48/6  | 13.5                            |
| 7 Years to 15 Years     | 11.17  | 134                         | 16.75                      | 64/8  | 19.5                            |
| 15 or more Years        | 14.67  | 176                         | 22                         | 88/11                                       | 25.7                            |

\*Assumes a standard work year of 2080 hours paid.

\*\*Assumes overtime paid in addition to a standard work year of 2080 hours paid.

Standard Paid Time Off (SPTO) is earned on the basis of hours paid in the prior year and will be earned for every 173 hours paid.

### Special Rule for Year of Hire:

An employee whose hire date is before July 1 will be automatically granted 40 hours of time off to be taken by the end of the year of hire. If this time is not taken, it may not be carried over into the following year and it may not be cashed out. This applies only in the year of hire.

An employee hired on or after July 1 may begin to take time off on January 1 of the following year based upon hours earned in the SPTO bank.



# Field Standard Paid Time Off Policy

The Standard Paid Time Off (SPTO) program gives employees paid time off for any reason (personal time, vacation, sick days, etc). The time is available on a seniority basis as long as it can be taken without interfering with work in progress. SPTO must be taken in full day increments. An exception may be made if you are unable to work a full day due to weather conditions or crew staffing. Two weeks' notice to your supervisor is required to take a day off (except in the event of your sickness or an immediate family member 's sickness.)

SPTO credits will be shown on your pay advice. Your advice will show; SPTO hours available, taken and the balance for the current calendar year and SPTO credits you have accumulated for the next calendar year.

You may cash out up to one-half of your available SPTO hours. Cash outs will be permitted from September 1 through December 31 of each calendar year. In addition, if your employment with Davey ends, your SPTO credits will be paid out to you.