

PAID SICK LEAVE AND PAID TIME OFF – Effective January 1, 2021

Purpose

Capitol Auto Group recognizes that employees have diverse needs for time off from work. We have established these Paid Sick Leave (PSL) and Paid Time Off (PTO) policies to meet those needs in a flexible manner. Employees are accountable and responsible for managing their own PSL or PTO time to allow adequate reserves. Questions about PSL and PTO should be referred to your Supervisor. If your Supervisor cannot answer your question, please contact the Human Resources Manager.

PSL: Paid Sick Leave (for regular part-time, temporary, and seasonal employees)

All employees who are eligible for PSL will accrue 1 hour for every 30 hours worked, up to a maximum of 40 hours per calendar year. Accrual begins on the employee's date of hire and accrued PSL time may be used after the employee has completed 90 days of service with CAG. Up to 40 hours of accrued, unused PSL time may be rolled over from one calendar year to the next.

Accrued, unused PSL will not be paid out upon termination of employment. However, if the employee is rehired within 180 days of separation, they will be restored the number of PSL hours that were lost at termination.

PTO: Paid Time Off (for regular full-time employees)

All regular full-time employees will be frontloaded up to 40 hours of PTO on their dates of hire. Frontloaded PTO time may not be used until an employee has completed 90 days of employment. The amount of PTO time awarded to new employees is prorated as shown in the table below:

Hire Date Range	Frontloaded PTO Hours
January 1 – January 31	40.00
February 1 – February 29	36.67
March 1 – March 31	33.33
April 1 – April 30	30.00
May 1 – May 31	26.67
June 1 – June 30	23.33
July 1 – July 31	20.00
August 1 – August 31	16.67
September 1 – September 30	13.33
October 1 – October 31	10.00
November 1 – November 30	6.67
December 1 – December 31	3.33

Unused PTO time expires at the end of each calendar year and cannot be carried forward. On January 1st of each year thereafter, eligible employees will receive additional frontloaded PTO time as shown in the table below:

Completed Months of Service as of January 1st	PTO Hours Awarded on January 1st
Less than 12 continuous months	40 hours
12 months – 59 months	80 hours
60 months – 119 months	120 hours
120+ months	160 hours

Unused PTO will not be paid out upon termination of employment. Employees who are rehired within 180 days of separation will be restored the number of PTO hours that were lost at termination.