Anchors Aweigh Paid Time Off (PTO) Policy

Effective Date: January 26, 2021

THE PURPOSE OF PAID TIME OFF (PTO)

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee’s choice. The Clubhouse’s goal is to reduce unscheduled absences and the need for supervisory oversight. We provide regular full-time employees, who have completed their 90-day introductory period with days of personal leave based on the schedule below. These days may be used by you at any time, for any reason, with reasonable notice to the Clubhouse Manager. Accumulation of personal days will be capped as shown on the schedule below

PTO provides you with more flexibility to use your time off to meet personal needs, while recognizing your individual responsibility to manage your paid time off.

ELIGIBILITY

During your first year of employment, if you are a full-time employee regularly working more than 30 hours per week, you will earn 3.33 hours per pay period for a total of 10 days. Employees begin earning PTO on their first day of employment. You may begin to take PTO after you first 90 days of employment. On your first anniversary you will receive 10 days of PTO to be used at your discretion during the following year.

DEPOSITS INTO YOUR LEAVE ACCOUNT

The amount of PTO you receive each year is based on your length of service and is granted according to the PTO Schedule for full-time employees chart below. Additional PTO is granted on your anniversary date each year.

PTO SCHEDULE FOR FULL-TIME EMPLOYEES

Years of Service Days of PTO Hours of PTO Maximum Annual Hours of PTO

 0-4 10 80 120 Hours

 5+ 15 120 180 Hours

MAXIMUM TIME ACCUMUALTED

Although you may carry over unused PTO time from year to year there is a maximum, or cap amount you can accumulate. This encourages you to use your PTO and allows the Clubhouse to manage its financial obligations responsibly. Once you reach your cap, you will not accumulate any more PTO until you use some of the time in your account. After your balance goes below your maximum, you begin receiving PTO again, however you will not receive retroactive credit for time worked while you were at the cap limit. Maximum accrual is equal to one- and one-half times the annual PTO allotment.

Normally pay will not be granted in lieu of PTO time not taken. In unusual circumstances, pay may be granted in lieu of PTO time not taken with approval from the Clubhouse Manager and the Board of Directors.

TERMINATION

You will be paid for all accrued and unused PTO when you leave the Clubhouse.

MANAGEMENT OF PTO

You are responsible for managing your paid time off. It is important that you plan ahead for how you will use your PTO account. This means developing a plan for taking your vacations, as well as doctor’s appointments and personal business. It also means holding some time in “reserve” for the unexpected, such as emergencies and illnesses. The amount you reserve for illness should depend on your personal health and sick leave history.

MINIMUM INCREMENTS OF PTO

The minimum amount of PTO you can take at one time depends on whether you are an exempt or non-exempt status employee. If you are non-exempt, you may not take less than four (4) hours off at a time. If you are an exempt status employee you must take PTO in increments of not less than one full day.

TYPES OF LEAVE TIME OFF NOT DEDUCTED

Time off taken for certain leaves of absence such as jury duty and bereavement will not be charged against your PTO account. Please check with the Clubhouse Manager regarding these circumstances.

NOTICE AND SCHEDULING

Unless you are ill, you are required to notify the Clubhouse Manager in advance of your intent to take PTO and get approval for the time off. This allows for you and the Clubhouse Manager to prepare for your time off and assure that staffing needs are met.

There may be occasions such as sudden illness when you cannot notify the Clubhouse Manager in advance. In those situations, you should inform the Clubhouse Manager of your circumstances as soon as possible.

RECORDING PAID TIME OFF

The Clubhouse has instituted the use of a PTO tracking system to keep a record of your account balance and the amount of time taken off each pay period.

TRANSITION PROVISIONS

Most employees will start the new PTO system with an account balance consisting of all accrued time. You will not lose any days if you come into the plan with a balance greater than your PTO cap. Employees who have hours over the maximum will continue to accrue PTO time and have one year to use time in excess of the maximum accrual.