



1520 Bridgewater Lane  
Kingsport TN 37660-4106

905 Cherokee Road  
Johnson City, TN 37604-7223

Phone: 423.791.1166  
Fax: 423.202.7208  
[www.spmtn.com](http://www.spmtn.com)

## **Paid Time Off (PTO) Policy**

### **Full-time Staff, Non- Salaried**

The Paid Time Off Policy provides regular, full-time staff members with an entitlement of days away from work with pay after 90 days of continuous service. Paid Time Off (PTO) days may be used for vacation, personal time, illness or time off to care for dependents. PTO must be scheduled two weeks in advance and approved by your supervisor, except in cases of illness or emergency. Failure to request time off in advance may result in the PTO payment to be denied for the periods absent.

PTO can be carried over to a maximum of two weeks (80 hours).

After your first employment anniversary, your account will be credited 40 hours Paid Time Off; you may schedule PTO at any time during your employment year. Accrual will begin on your start date during the year anniversary period. You may schedule PTO in whole or half days but not less than a half day. Hours will be deducted from the Vacation allotment shown on your check and on ViewMyPaycheck.com. Indicate PTO on any time submitted so your rate can be applied.

After your fifth employment anniversary, your account will be credited 80 hours Paid time off.

The total accrual is based on a 40 hour 52 week period worked. Available accrual may decrease due to days absent or increase due to overtime. PTO cannot be used to increase your weekly hours worked beyond 40 and cannot be applied to prior periods.

### **Holiday Pay & Sick Leave**

Summit currently has a limited sick leave policy in effect. We allow for discretion between staff and management. Please call and let your supervisor know if you will be late or unable to work on days scheduled. Staff members abusing this policy may have disciplinary action taken due to excessive absences or tardiness.

Holiday pay will be automatically calculated and applied for New Year's Day, July 4<sup>th</sup> (Independence day), Thanksgiving Day and Christmas Day.

Staff members who work during these recognized holiday days will receive compensation at a rate of x2 (double time).

### **Paid Time Off at Termination**

Terminating employees will be paid either for their earned but unused PTO or their annual entitlement, whichever is less. If you have used all of your PTO entitlement for the employment year and terminate your employment before you have accrued all the PTO you have taken, payment for the unearned days will be deducted in the computation of your final paycheck.

Summit does not make payment for unused PTO to employees who are terminated for the violation of company rules and/or regulations or to employees who resign without a two week notice as described in your employment agreement.