



## **Milestone Contractors-Personal Time Policy**

### ***Purpose***

Milestone recognizes that employees may need time away from work for personal business, illness, or other emergencies. Therefore, you are provided with personal time every calendar year to cover these situations.

### ***Eligibility***

Full-time, hourly non-exempt, benefitted employees receive 40 hours of personal time each calendar year.

### ***Use of Personal time***

You may use your personal time in any way that meets your needs, in increments of one hour or more. Personal time is available to cover unplanned events. Personal time must be used by the end of the first quarter following the year in which it was credited. Any prior year personal time NOT used by March 31<sup>st</sup> of the following year will be forfeited.

### ***Scheduling Personal Time***

Personal time can be used and requested on the same day; you must call your supervisor before the start of your scheduled shift and request the use of personal time. Advance notice of personal time use is always encouraged, when possible.

### ***Personal time as Hours Worked***

Personal time is not considered hours worked for the purposes of calculating overtime or for the purposes of calculating FMLA eligibility.

### ***Payment of unused personal time when employment ends***

In the event of retirement, resignation with notice, or termination, any unused personal time will be paid out on a pro-rated basis, based on the month in which your employment ends. Unused personal time will not be paid out if you quit without notice.

### ***Compensation for Personal Time***

Personal time is paid at your current hourly wage.

### ***Tracking of Personal Time***

You are responsible for accurately tracking and recording your own personal time. You are also responsible for submitting a vacation request and/or a time card, if applicable. If you go over your personal time allotment, available vacation will be substituted.

### ***Coordination with Leaves of Absence***

You may use any available personal time concurrently with any unpaid leave of absence, including FMLA. You may also use any available personal time in any required waiting period for income protection benefits, such as short or long-term disability, or worker's compensation.