



8.3 Personal Time

1. Scope and Purpose

Eligible employees earn a certain amount of paid personal time each calendar year. Employees can choose to use personal time for those absences from work when they would otherwise not be paid such as managing personal business, school-related visits, family emergencies and medical/dental appointments.

Personal time is not intended for use as additional vacation benefits and may not be used for that purpose.

2. Eligibility

Regular full-time employees are eligible for personal time.

3. How Personal Time is Awarded

- a. Non-Exempt Employees - Non-exempt (hourly) employees earn 3.34 hours of personal time for each completed month of employment up to a maximum of 40 hours (5 days) each calendar year. Personal time is not considered time worked for purposes of calculating overtime. Unused personal time for non-exempt employees is paid after the end of each calendar year.
- b. Exempt Employees - Exempt employees are provided with a flexible amount of paid personal time as reasonably needed and determined and approved by management.

4. Scheduling of Personal Time

By its very nature, personal time is often used for unexpected time away from work. However, to the extent possible, an employee should notify his/her supervisor as soon as possible when personal time is needed. Employees who are absent from work due to illness or injury must notify their supervisors within the notification time frame required in the work area. Personal time must be used in minimum increments of one hour.

Personal Time may be scheduled and taken in advance of accrual. However, it is expected that any advanced personal time must be repaid to the Company if employment terminates prior to actual accrual of the benefit.

5. Unused Personal Time

Unused personal time will be paid out in January for the calendar year prior, and after employment termination.

6. Illinois Paid Leave for All Workers Act

For employees working in Illinois, effective January 1, 2024, this policy is intended to comply with the Illinois Paid Leave for All Workers Act. To that end, only for employees whose primary work location is in Illinois, the following modifications to the above policy will apply:

- a. Paragraph 1: Personal time can be used for any reason the employee chooses.
- b. Paragraph 2: Any employee paid through the Company's payroll is eligible for personal time.



- c. Paragraph 3.a. will apply to both non-exempt and exempt employees and instead of personal time being earned 3.34 hours per month, all 40 hours are available for employees' use on January 1 of each year.
- d. Paragraph 3. b. is eliminated.
- e. Paragraph 4: Minimum increments of personal time usage shall be no less than 2 hours. Since the annual amount of personal time is available for use on January 1 each year, personal time used will not need to be paid back to the company upon employment termination.