



2017 PTO and Holiday Policy

Network Controls offers the following benefits for all full-time employees:

PTO (Paid Time Off):

- After 6 months of continuous service, an employee is entitled to a maximum of 40 hours of PTO (see eligibility #4, below).
- After 5 years of continuous service, an employee is entitled to a maximum of 80 hours of PTO.
- After 10 years of continuous service, an employee is entitled to a maximum of 120 hours of PTO.

Hours available and remaining are shown on each employee’s payroll portal under the tab “Paid Time Off.”

1. A ‘**Leave Request**’ must be submitted in Timeclock Plus to your supervisor for approval. Your manager will base approval of PTO requests upon operational requirements and business needs. A ‘seniority’ or ‘first come, first served’ basis may be used when necessary in the approval process.
2. Requests must be made 2 weeks prior to the requested time off in order to properly plan for your absence.
3. PTO can be taken in increments of one hour and should be noted on your timesheet. **A “day” of vacation is equivalent to the number of hours the employee is or was scheduled to work on their vacation day.** (Example: An employee generally works 4 10-hour days. One vacation day would equal 10 hours vacation.)
4. Eligibility for and usage of PTO runs on a calendar year, beginning January 1 and ending December 31. **PTO will be prorated based on the employee’s hire date and eligibility date.** See example below:

Month of Hire	Eligibility Month	Eligible Hours
January	July	3.33 X 12 mos = 40 hrs
February	August	3.33 X 11 mos = 37 hrs
March	September	3.33 X 10 mos = 34 hrs
April	October	3.33 X 9 mos = 30 hrs
May	November	3.33 X 8 mos = 27 hrs
June	December	3.33 X 7 mos = 23 hrs
July-Dec	Following year	None

5. PTO will not carry over from year to year and cannot be exchanged for pay. PTO that is not used by the end of the year (December 31) will be forfeited.
6. Unused vacation is forfeited at termination or resignation.

HOLIDAY PAY:

- After 6 months of continuous service, an employee is entitled to paid holidays. One day of holiday pay is equivalent to 10 hours. Once eligible, an employee will be paid holidays at 10 hours per holiday. Holidays are selected by management at the beginning of every calendar year and posted on each employee’s payroll portal under “Links.”

Should you have any questions regarding your PTO, please see your supervisor, or contact Human Resources at (864) 297-5180, ext. 101.