



Open PTO Policy

HEAPY observes Open PTO (paid time off).

Who is Eligible?

- All full-time colleagues are eligible to participate in Open PTO after completing 30 days of employment, unless otherwise approved.
- This policy excludes part-time colleagues, co-ops, temporary or seasonal help, and 1099 contractors. Colleagues who fall within these categories should work with their supervisor to arrange for unpaid time off when needed.

What can PTO be used for?

- PTO may be used for vacation, brief personal illnesses, sick children, school/daycare closures, medical appointments, bereavement, home repairs, or other personal matters that require you take time away from work. Company holidays do not count as PTO.
- This policy does not replace approved leaves of absence such as those covered under the Family Medical Leave Act (FMLA), short-term disability (STD), long-term disability (LTD), worker's compensation, military leave, or any other types of leave that are covered under separate guidelines. Please contact the HR Department regarding a Leave of Absence, as these are managed separately.

How much time can I take?

- In general, if you want to take time off, you should! HEAPY trusts our colleagues to determine when time is needed for rest, relaxation, and rejuvenation, however, if your job performance suffers or clients/co-workers are left in the lurch, you've taken too much, and we'll need to make an adjustment.
- Open PTO does not mean unlimited time off. We expect colleagues to take a minimum of 2 weeks (10 days) per year in addition to our annual wellness week.
- While usage of PTO is encouraged, requests in excess of 3 consecutive weeks (16+ days) at a time will not be approved as paid as they would present undue hardship to both the company and to fellow colleagues. If a colleague is in need of an absence that is longer than 3 weeks, please refer to the Unpaid Absence section of the handbook.

How do I request time off and how much in advance should I notify someone?

The more in advance you plan, the better! Planning time off in advance shows care to your team by providing adequate time for them to plan for your absence. Submit your PTO request to your supervisor as soon as possible and no later than the request timeframes listed below.

Length of PTO	Minimum Request Timeframe
Less than 1 day	Notify your supervisor as soon as possible
1-2 days	2-day notice
3-5 days	2 weeks
6-10 days	3 weeks
11-15 days	6 weeks

How does my supervisor approve PTO requests?

- Your supervisor has a good perspective on collective time off for the rest of your team and on the requirements of the team in meeting deliverable deadlines. Having several teammates out during the same timeframe may make it difficult to meet deliverables for our clients. It is your supervisor's job to determine if he/she thinks your work can be appropriately covered by others. Your supervisor will make reasonable efforts to accommodate your request.
 - Please understand that due to staffing needs, there is a chance that a PTO request may not be able to be accommodated. In the event a request cannot be accommodated, your supervisor will work with you to determine alternative options.
- If any conflicts arise in PTO requests where a supervisor is not able to accommodate all requests for multiple colleagues to be off during the same time, your supervisor will take several factors into consideration prior to determining which request can be accommodated. Those factors will include but are not limited to the following:
 - When was the time off request submitted?
 - Who has the most seniority?
 - Have any of the colleagues who are requesting the time off had this specific time frame off in the year prior?

What about a last minute or unplanned absence?

We understand that things unexpectedly occur and may prevent you from being able to report to work. In the event of an unexpected absence, please personally contact your immediate supervisor as soon as possible to notify him/her of your need to be absent and when you expect to return to work.

How do I log PTO in Deltek?

- All paid time off will be tracked within Deltek for record keeping purposes.
- Full-time 40-hour per week colleagues receive 8 hours for a full-day off, where 30-hour per week colleagues receive 6 hours for a full-day off.
- From time to time, colleagues may need to utilize less than a full day of PTO hours vs. flexing their hours.
 - For example, a colleague may need to take 1 ½ or 2 hours for a medical appointment and is unable to flex their hours (make up that 1 ½-2 hours elsewhere in the week) due to other commitments. In these types of scenarios, colleagues should record the amount of PTO taken in no less than 15-minute increments.
- PTO cannot be used to exceed 40 hours in a week (for non-exempt/hourly colleagues) or 80 hours in a pay period (for exempt/salaried colleagues).
- **Example Scenario:** During week 1 of the pay period, a colleague worked 36 hours total between Monday-Thursday and 0 hours on Friday. During week 2 of the pay period, a total of 45 hours were worked.
 - **Non-Exempt Timesheet:** PTO hours must be entered to reach 40 hours in a single week regardless of how many hours are worked during the other week of the pay period, therefore, 4 hours of PTO would be used and entered for Friday of week 1 in Deltek. This colleague would be paid 40 regular hours for week 1 and 40 regular hours plus 5 overtime hours for week 2. Four PTO hours would be accumulated towards their annual total.
 - **Exempt Timesheet:** Zero PTO hours would be required. Since the total hours worked in the pay period exceeds 80, this is simply an example of flexing your time and PTO is not required. This colleague would be paid their typical bi-weekly salary and have zero PTO hours accumulated towards their annual total.

Carryover and Separation of Employment

Because our Open PTO is just that, open, there is no PTO to carry over or accumulate year-to-year. Nor is there PTO to pay out to you should you leave HEAPY regardless of the reason and whether the separation is voluntary or involuntary.

HEAPY reserves the right to review each colleague's use of this policy and, if gross abuse of this policy is observed, disciplinary action may be taken. HEAPY reserves the right to change, modify or eliminate this policy at any time, unless otherwise restricted by law.