



## Time Off Policy

Snapsheet believes that you are the key to what makes a great company! We believe that a balance between work and non-work activities is essential to maintain quality performance and a positive work atmosphere. This policy is applicable to all non-exempt employees. Snapsheet provides paid and unpaid time off as follows.

### Paid Company Holidays

Snapsheet recognizes 7.5 paid holidays each year plus one floating holiday. The holiday schedule for the following year will be posted in November of the prior year.

The following conditions apply to Snapsheet's holiday pay policy:

- Holiday pay will not be considered as hours worked for the purpose of overtime calculations.
- Holiday pay is computed at an employee's base rate of pay.
- If an employee is scheduled to work on a holiday, the employee will be paid time and a half of his/her regular rate of pay plus eight hours of holiday pay.
- Holiday pay will not be paid to employees on a leave of absence unless vacation hours are being used.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- An employee must work his/her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay.

Snapsheet wants to be inclusive of all employee's religious and personal beliefs so employees will be given **one (1) floating holiday** after their 90<sup>th</sup> day of employment. If an employee is hired after October 1<sup>st</sup>, the employee will not receive a floating holiday for that year. Floating holidays must be taken in full shift increments. All floating holidays must be approved by your manager four (4) weeks in advance. Unused floating holidays will not be carried over to the following year and will not be paid out upon separation.

## Time to Pay It Forward: Volunteer Day

Snapsheet encourages employees to give back to the community and will be offering **one (1)** paid day per year for employees to volunteer at an accredited non-profit organization. This day will be available after their 90th of employment and can only be taken in full shift increments. All volunteer days need to be pre-approved using the [volunteer time off request form](#) four (4) weeks in advance. The employee needs to show proof that the organization is a 503c. If the volunteer day is not used in accordance with this policy, it could lead to disciplinary action up to and including termination. Volunteer days will not be carried over to the following year and will not be paid out upon separation.

## Paid Sick Leave

**New Hires** on or after January 1st, 2019 will be granted **40 hours of Paid Sick Leave (PSL)** that can be used beginning on the 90th day of employment. Hires on or after October 1st will not receive any sick time for the year they are hired in due to the 90-day waiting period. The first of the year following their start date, the employee will receive the annual grant of 60 hours of PSL.

**All current active employees** will receive an **annual grant of 60 hours (7.5 days) of PSL**. Because the Company has opted to use an immediate grant of PSL, there is no carryover of unused PSL. Further, unused PSL is not cashed out at any time during employment or upon separation of employment. After PSL is exhausted and unless otherwise protected, any additional sick absences will result in disciplinary action.

PSL may be used if an employee or a Covered Family Member is ill or injured, or for the purpose of receiving medical care of treatment, diagnosis, or preventative care. For purposes of this policy, a Covered Family Member is a child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close relationship with the employee is the equivalent of a family relationship. PSL may also be used if an employee or a covered family member is a victim of domestic violence or a sex offense, if the company is closed by order of a public official due to a public health emergency, or an employee needs to care for a child whose school or place of care has been closed by such an order. The company reserves the right to request certification for the use of PSL for more than three consecutive work days.

If the need to use PSL is foreseeable, employees must provide seven days of advance notice. If the need to use PSL is unforeseeable or the employee cannot provide seven days of notice, then employees must provide notice as soon as practicable. Notice must be provided to your manager. Employees may use PSL in increments as small as one hour for any covered reason.

Employees may request and use PSL under this policy without fear of retaliation or discrimination, which company policy prohibits. All employees are covered by this policy; however, to the extent employees who work in locations outside of Chicago may be entitled to greater paid sick leave under local law, such additional paid sick leave will be provided. Consult Human Resources for details.

### Paid Vacation

Employees will receive paid vacation hours based on company service and full-time employment. All benefits eligible employees will accrue vacation hours biweekly according to the following schedule:

Years of service	Accrued hours per pay period
<b>90 days-less than 1</b>	4.21 hours* (80 hours/ <b>10 days per year</b> )
<b>1-less than 3</b>	4.62 hours (120 hours/ <b>15 days per year</b> )
<b>3 or more</b>	5.54 hours (144 hours/ <b>18 days per year</b> )

\*Accrual rate is calculated on an annual basis less 90 days.

### Accrual

The rate of accrual is based on each employee's anniversary date of hire (see the chart above). If an employee has an anniversary that occurs during the calendar year, any higher rate of accrual will begin when the employee hits that anniversary.

EX) Hire Date 7/1/18

Year 1	10/1/18 to 6/30/19	Accrue 4.21 hours each paycheck
Year 2	7/1/19 to 6/30/20	Accrue 4.62 hours each paycheck
Year 3	7/1/20 to 6/30/21	Accrue 4.62 hours per paycheck
Year 4	7/1/21 to 6/30/22	Accrue 5.54 hours per paycheck
Year 5	7/1/22 forward	Accrue 5.54 hours per paycheck

Using Your Vacation

Employees begin to accrue vacation time and are eligible to use their accrued time after 90 days of employment. You can take your vacation in half-day or full day increments. If you do not use all of your vacation during the year, **you can carry-over up to 24 hours each calendar year**, unless local law permits a greater amount to be carried over. **Hours carried over must be used by June 30<sup>th</sup> of the carry-over year.** An employee may build up a negative balance with the prior approval of his or her supervisor. Employees can carry a negative balance not to exceed 40 hours and will draw on following year's balance. Negative balance time may be recouped upon termination.

Ex) The example below is based on an accrual of 4.21 hours/pay period and the assumption that no vacation time was used:

Date	Balance	Carry-over/Deduction
12/31/18	25.26 hours	
1/1/19		24 hours carried over
1/1/19 – 6/29/19	54.73 hours are accrued	
6/29/19	54.73 + 24 = <b>78.73 hours</b>	24 hours deducted
7/1/19	78.73 – 24 = <b>54.73 hours</b>	

Scheduling Vacation

All foreseeable vacation time must be pre-approved by and pre-scheduled with the employee's manager four (4) weeks in advance. Approval for all scheduled time away is subject to applicable workloads.

You should attempt to schedule your vacation in advance whenever possible; although situations arise from time to time when you must take unscheduled vacation. Absent an emergency, you are expected to notify your manager of an absence or tardiness at least an hour before the start of the business day on which you will be absent or late to work. After that, you must notify your manager each day you will be absent, unless you are on an approved leave of absence and you are instructed that you do not need to call off every day.

### Recording Vacation

You are required to record your vacation hours each pay period in our Time Reporting System. If you do not record your vacation in the pay period that you take it, you must contact your manager.

### Separation

You accrue vacation each paycheck. Vacation is not earned until it has been accrued. Only accrued and unused time will be paid. This applies to both voluntary and involuntary terminations.

### Accrual of Vacation during Paid Leave

All employees who are using vacation time will continue to accrue vacation time. Employees on other forms of paid leave, such as short-term disability, long-term disability or workers' compensation, are not entitled to accrue vacation.

### Accrual of Paid Leave Benefits during Unpaid Leaves

Generally, employees on unpaid leave are not entitled to continue accruing vacation time. Employees on USERRA leave are entitled to the level of accrual they would have had absent the leave. Employees on FMLA leave are treated the same with regard to accrual as others on paid or unpaid leave, as applicable.

Please see the human resource department for questions about FMLA leave and USERRA leave.

## **Paid Parental Leave**

Snapsheet will provide up to **four (4) weeks** of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee for

adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. Leave under this policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Birth mothers who have purchased optional short-term disability (STD) coverage may be entitled to STD benefits, which are in addition to benefits provided under the paid parental leave policy.

### Eligibility

Eligible employees must meet the following criteria:

- Be a full or part-time, regular employee (temporary employees and interns are not eligible for this benefit) who:
  - has given birth to a child, or
  - is a spouse or committed partner of a woman who has given birth to a child, or
  - has a child age 17 or younger placed for adoption or foster care. The adoption of a child by a new spouse is excluded from this policy
- Required to verify with either FMLA paperwork, note from a license healthcare provider, or licensed agency

### Time Frame and Duration

- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave for non-birth parents must be taken in one-week increments within 12 months of the birth or placement of a child. For example, you can take it 1-week at 4 different times throughout the year; 1-week following the event and 3-weeks later; or 4-weeks at once.
- Any unused paid parental will be lost if not taken within 12 months after the birth or placement of a child.
- Employees terminating employment with the company are not paid for any unused paid parental leave for which he or she was eligible.

### Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA if applicable; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child, will be counted toward the 12 weeks of available FMLA leave per rolling 12-month period. All

other requirements and provisions under the FMLA will apply. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

- Upon exhaustion of sick time, accrued vacation and paid parental leave, any remaining leave will be unpaid leave.
- The company will maintain all benefits for employees during the Paid Parental Leave period in the same way as if the employees were taking any other company paid leave such as vacation. Employees will be responsible for paying their portion of the premium while out on leave.

### **Requests for Paid Parental Leave**

- The employee will provide his or her manager and the human resource department with notice of the request for leave at least four (4) weeks prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

## **Paid and Unpaid Bereavement Leave**

The Bereavement Leave Policy establishes uniform guidelines for providing paid and unpaid time off to employees for absences related to the death of immediate and extended family members.

### **Eligibility**

All full-time, active employees are eligible for paid benefits under this policy. FMLA eligible employees are eligible for child bereavement leave.

### **Procedures**

An employee who wishes to take time off due to the death of an immediate or extended family member should notify his or her manager immediately.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her manager's approval, use any available vacation for additional time off as necessary.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to **five (5)** days off from regularly scheduled duty with regular pay in the event of the death of an immediate family member. Immediate family members are defined as an employee's spouse/partner, legal guardian, child, father, mother, brother, sister, in-laws, grandparent, grandchild, or any step relations to the above.
- Employees are allowed up to **three (3)** consecutive days off from regularly scheduled duty with regular pay in the event of the death of an extended family member. Extended family members are defined as an employee's aunt, uncle, niece, nephew, or first cousin.
- Employees must record bereavement in the timekeeping system with a note stating the relationship with the person who passed away.

If you feel your family situation varies from the list above, please contact your manager or HR for a discussion. The company reserves the right to request documentation to support the bereavement request.

### Child Bereavement Leave

Employees who are FMLA-eligible also are entitled to up to two weeks of unpaid bereavement leave for the death of a child pursuant to the Child Bereavement Act. A child is defined as an employee's son or daughter who is a biological, adopted, or foster child, a step child, a legal ward, or a child of a person standing *in loco parentis*.

### **Paid Jury/Witness Duty**

To provide income protection while an employee carries out his or her civic responsibility, Snapshot provides an employee's regular pay for time spent serving on jury duty or when subpoenaed to serve as a witness in court. Generally, income protection for time spent serving on jury duty will be provided for the days that the employee is serving on jury duty. Income protection for witness duty is unlimited, so long as proper documentation is provided.

### Eligibility

Full-time and regular, part-time employees are eligible to receive this benefit.

### Responsibility

Upon receipt of jury summons from the state or federal court of an obligation or upon a receipt of a subpoena from the state or federal court to testify as a witness, the employee must notify his or her manager. The employee is required to provide copies of the subpoena or jury summons to his or her manager and to the payroll department.

Employees appearing in their own cases as either a plaintiff or defendant or who are testifying without a subpoena will not receive paid time off under this policy, but may use vacation, if available, and if not, may be entitled to use unpaid time.

## **Other Leaves**

In addition to the policies set forth herein and the FMLA and military leave policies, the company provides unpaid leaves of absences to covered employees for the following additional reasons:

**Illinois Employees** In accordance with Illinois State law, employees may be entitled to voting leave (up to 2 hours, after giving 24 hour notice, provided that the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls); school visitation ; family military; Victim's Economic Security and Safety Act (VESSA) leave; blood donation, volunteer emergency worker (as required by an emergency).

**Remote Employees** Employees working in states other than Illinois may be entitled to additional protected time off; consult the Human Resources department for details.

### **Legal Compliance**

This policy is intended to be interpreted and applied in accordance with applicable law, and the Company reserves the right to change or revoke this policy if it deems necessary or appropriate.