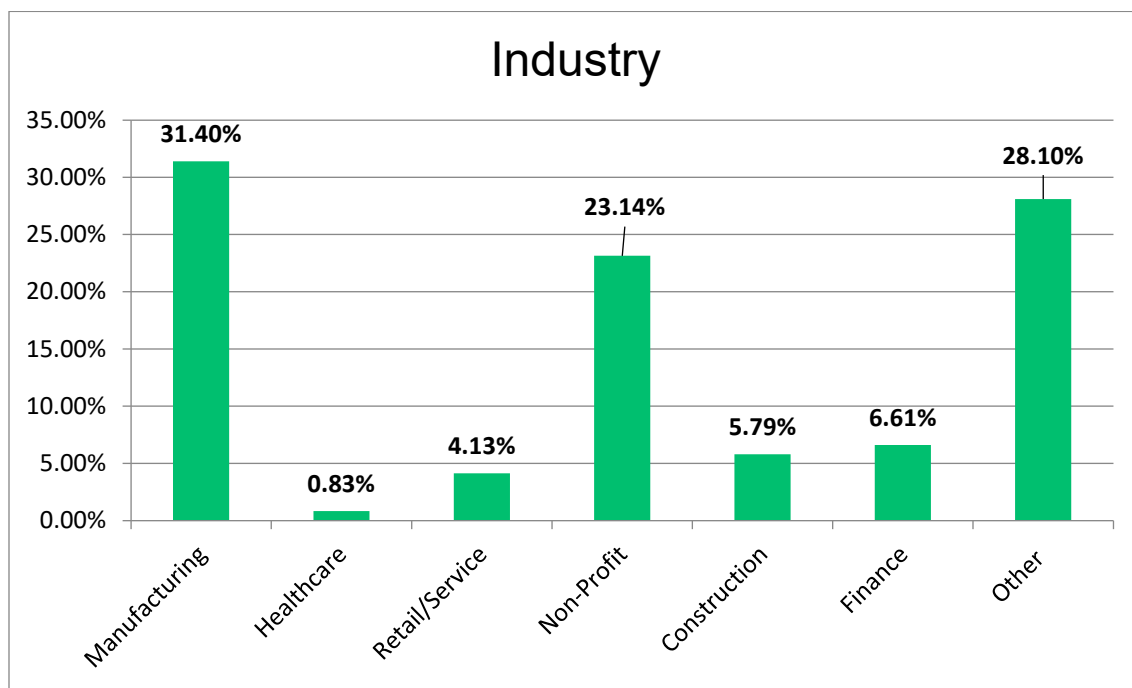


Paid Time Off Benefits (Includes Special Section on Missouri Prop A)

May 2025

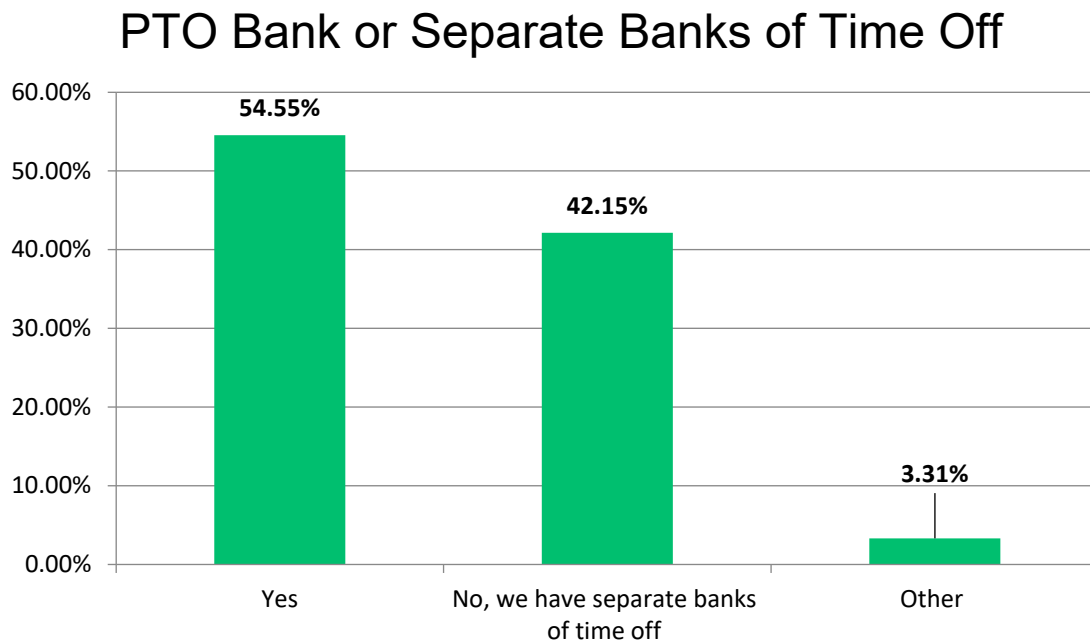
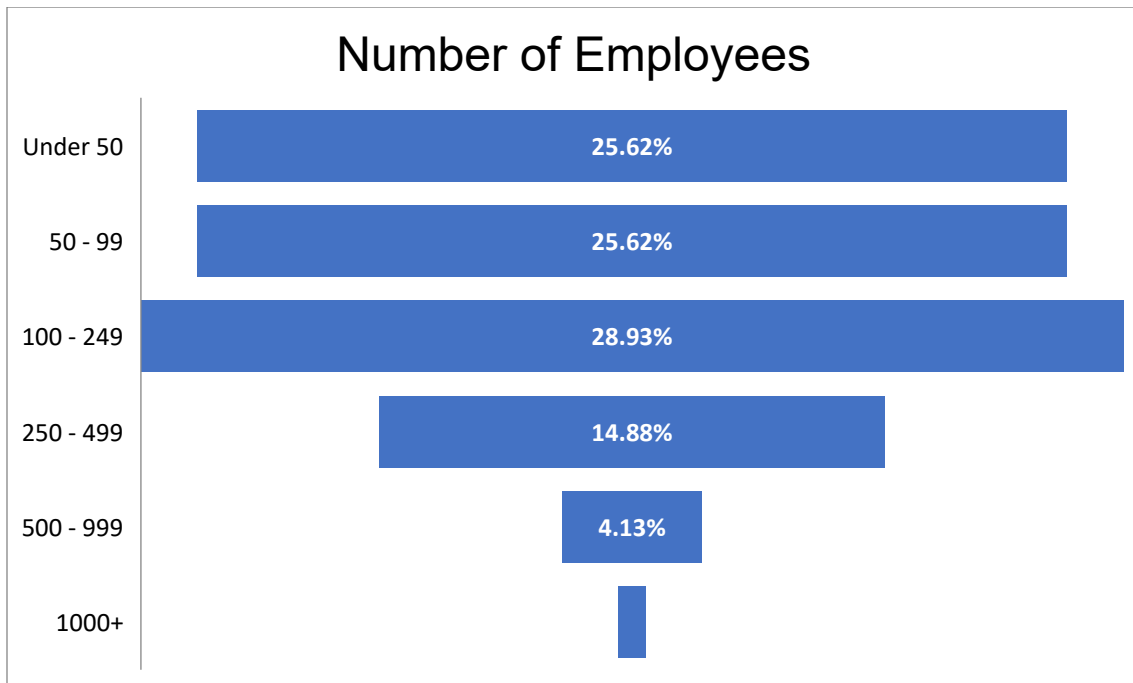
Total participants: 121 in Illinois, Indiana, Missouri & Florida

Demographics:



Other Industries:

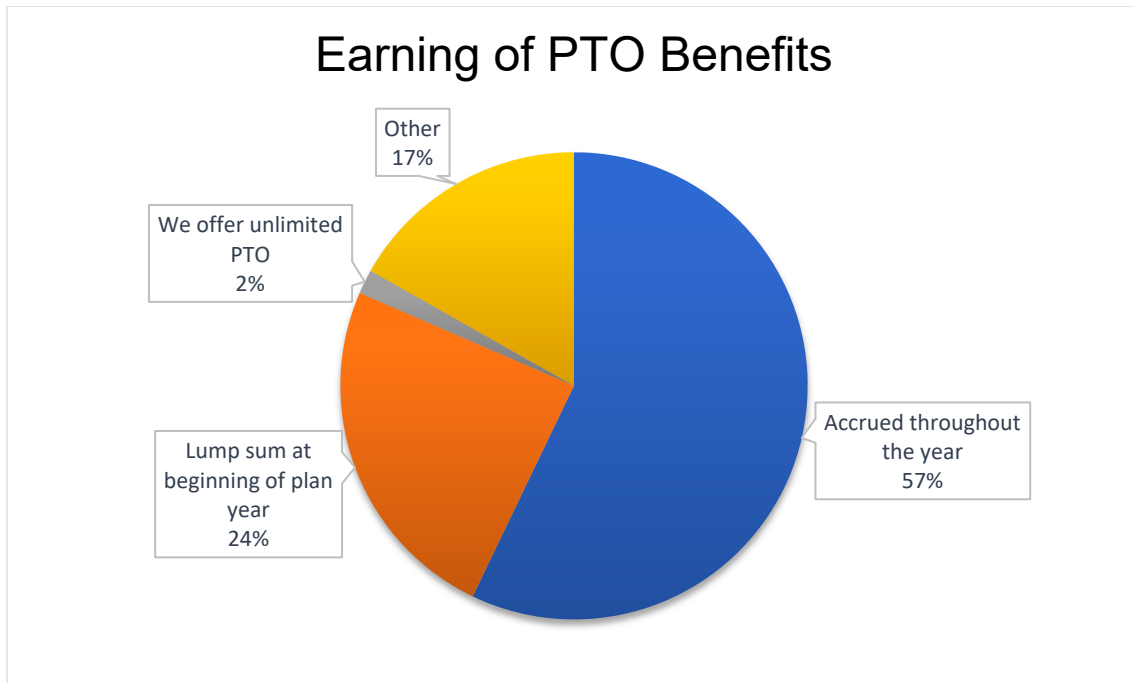
- Logistics / Distribution / Warehousing – 9
- Engineering / Technical (incl. Aviation, Electronics) – 5
- Utility / Energy – 4
- Pharma / Healthcare / Insurance – 5
- Government / Public Sector / Education / Religious – 6
- Software / SaaS / Technology – 3
- Legal / Financial / TPA / Services – 4
- Hospitality / Property Management / Consumer Services – 4
- Automotive / Agriculture / Manufacturing Support – 3
- Print & Promo / Marketing Services - 1



Other:

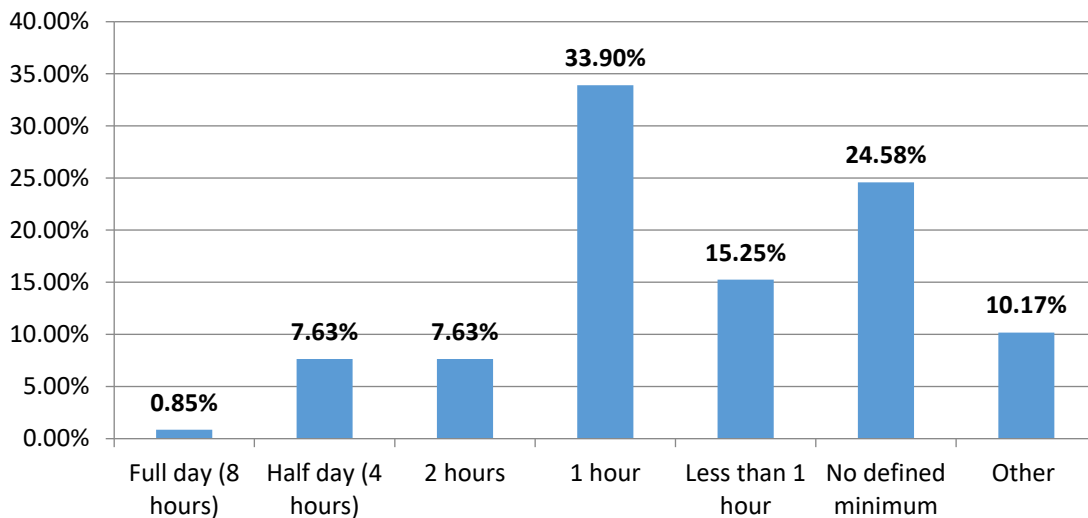
- We have PTO for all employees, but hourly employees also have sick time.
- We provide PTO for all employees outside of CA. CA has separate vacation and sick policies.
- We offer PTO separate from vacation days for bereavement, sick, medical appts., etc.
- We did not use PTO prior to Prop A, now we only use for PSL

Earning of PTO Benefits



Other: PTO structures vary by employer. Some use accrual in the first year, then switch to lump sum on the anniversary. Others offer front-loaded vacation, with sick time accrued or given as a lump sum. Policies often differ by employee type (hourly vs. salaried), length of service, or hire date. Some include community service days or personal leave. A few employers offer unlimited PTO or enhanced options for long-tenured staff and supervisors. Part-time and temporary staff may earn PTO per hours worked, e.g., 1 hour per 30 worked under Prop A.

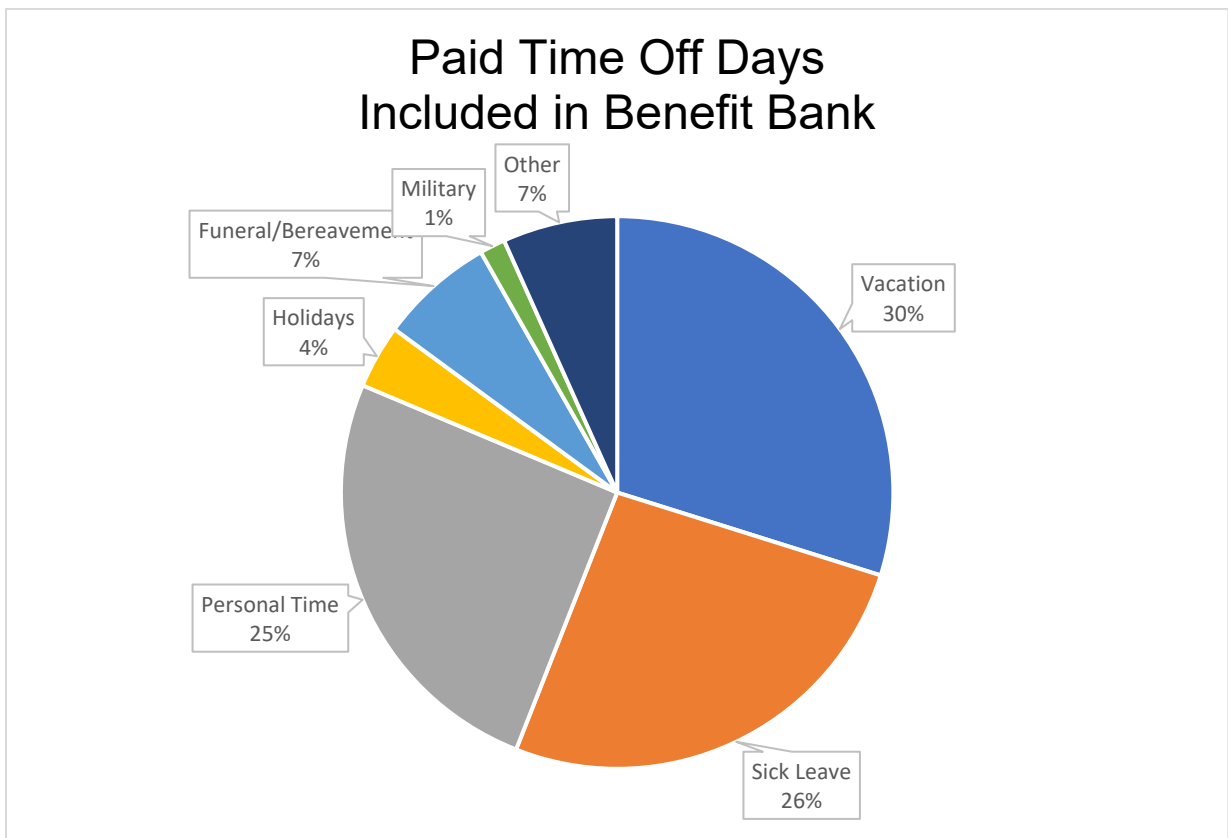
Smallest Amount of Time an Employee May Take PTO



Other:

- 5 Minutes
- 15-minute increments (3 responses)
- 1/2 an hour
- Hourly employees: 1 hour; Salary employees 4 hours
- Non-exempt - 1 hour; Exempt - 4 hours.
- Non-exempt - 15 minutes; Exempt - 4 hours
- Non-exempt employees no defined minimum, exempt 4 or 8 hours only
- One hour for non-exempt. Four hours for exempt
- Sick undefined, Vacation 2 hours

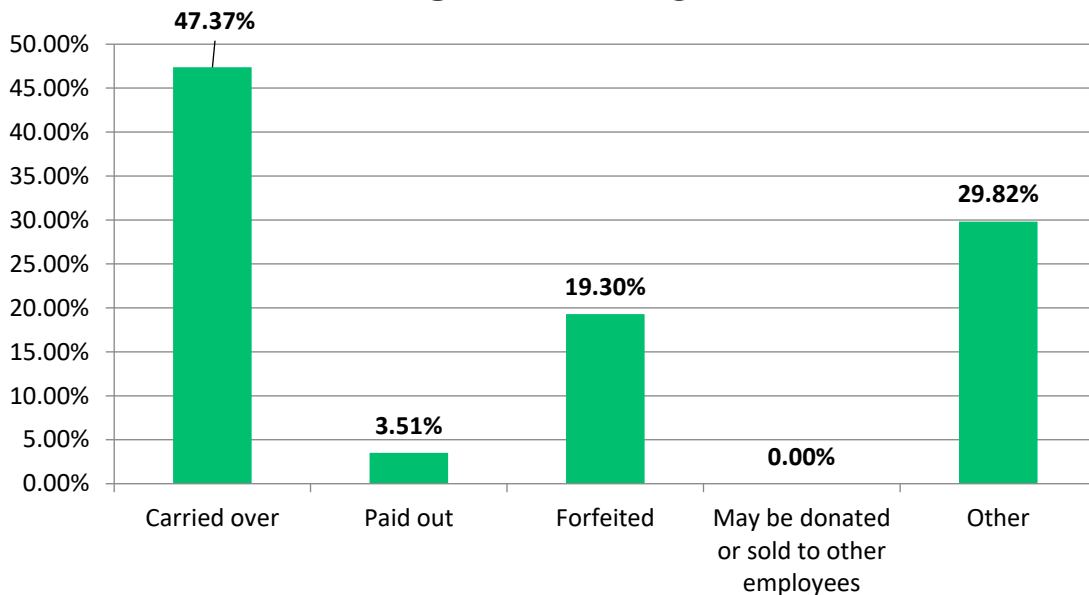
Paid Time Off Days Included in Benefit Bank



Other:

- Flex
- Jury Duty

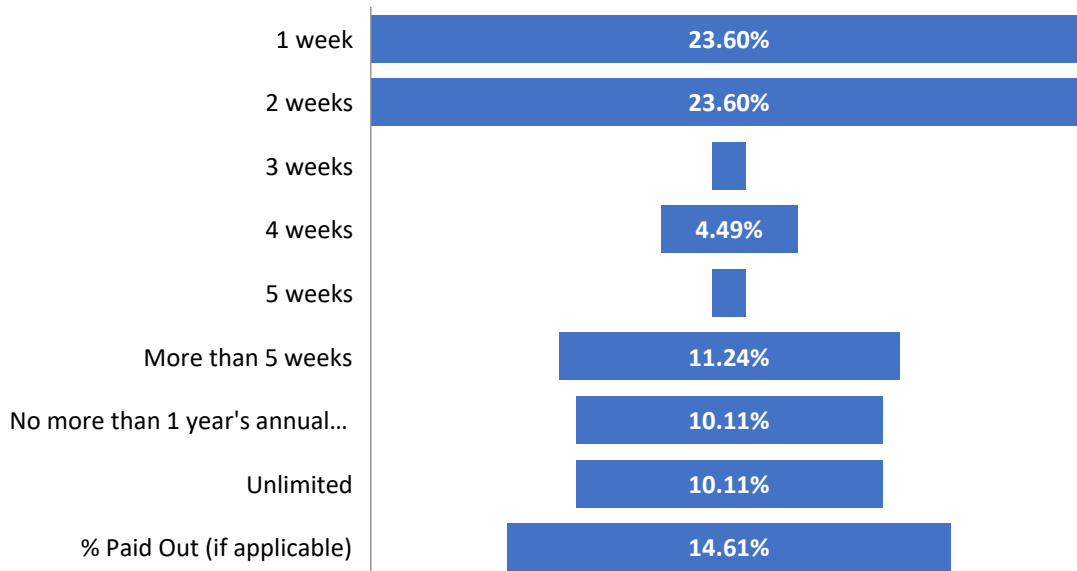
Unused PTO



Other:

- Most allow PTO or vacation carryover of up to 40–80 hours, or 5–10 days. Sick leave typically has higher or separate caps.
- Accrual stops at the max until time is used.
- Excess time may be paid out, forfeited, or transferred to a sick bank.
- Some allow cash-out of vacation, while personal time is often forfeited. Sick time is often not paid out at termination.
- Use-It-Or-Lose-It: Applies in several cases—particularly to personal and sick leave.
- Some policies differ by type of leave (e.g., vacation vs. PLWA vs. personal), or are subject to use caps and changing state laws (e.g., Missouri Earned Sick Leave).

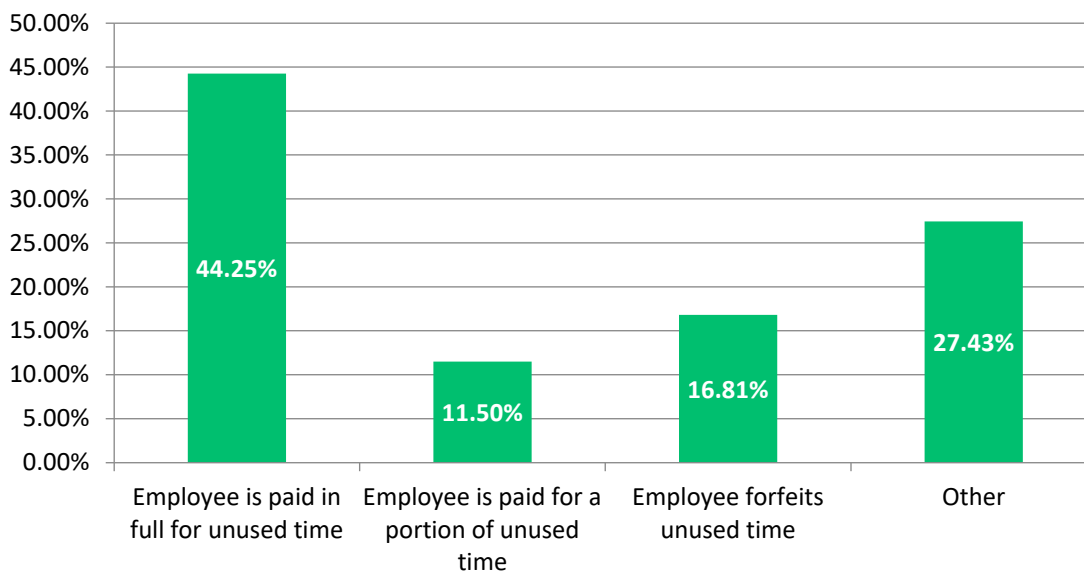
PTO Carryover



Payout of PTO:

- 100% unused
- A specific amount based on years of service
- Can carry over 2 weeks OR carry over 1 week and take a payout at 50% of another week
- Can roll over up to 24 hours. We buy back up to 40 PTO hours
- Leave bank needs to be below max at anniversary date. Excess is paid out at 50% value.

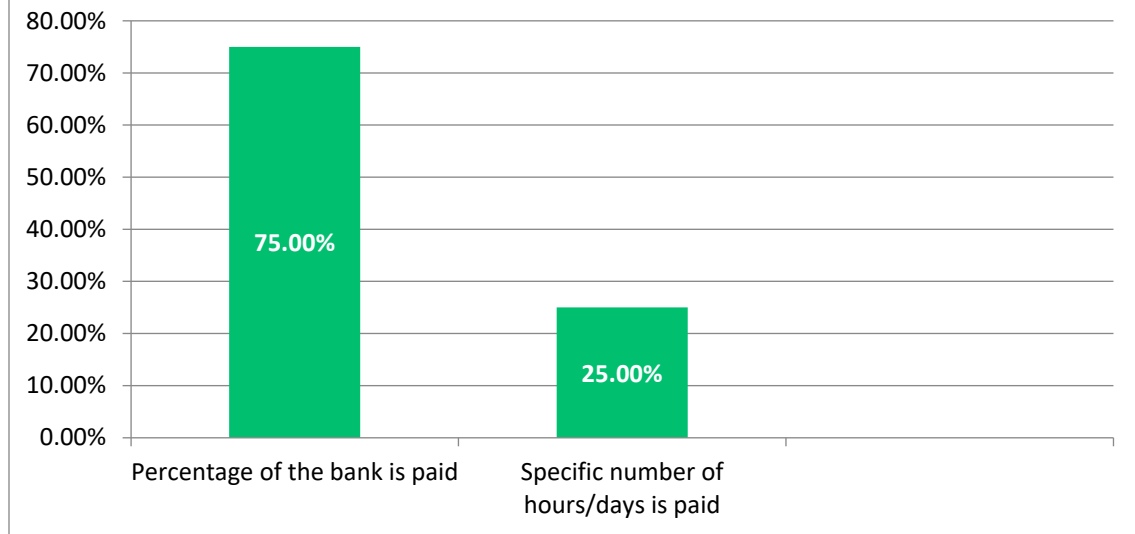
Unused PTO at Termination



Here's a concise summary of PTO payout practices upon termination:

- **Notice Requirement:** Many employers require a **minimum of two weeks' notice**—and in some cases that it be **worked**—for payout of unused PTO.
- **Tenure Conditions:** Some require **one year** or **two years** of service for payout eligibility.
- **Payout Scope:** Typically, **vacation or general PTO is paid out**, while **sick and personal time is forfeited**.
- **State Compliance:** Some employers **only pay out if required by state law** or in cases of **retirement**.
- **Cap or Proration:** A few apply **caps or prorate** based on tenure or usage.
- **Sick Leave:** Most do **not pay out sick leave**, though a few apply it toward **service credit** or handle it differently by policy.

How Payment of Portion of PTO Paid at Termination is Determined



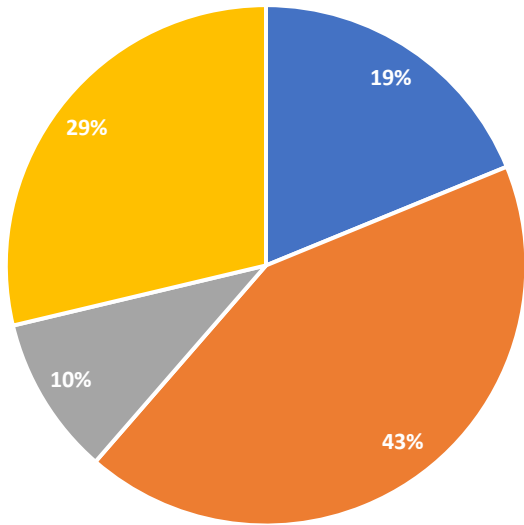
- Most employers pay 100% of accrued, unused PTO, often prorated based on hours worked or months of service.
- Some require written notice (typically 1–2 weeks) for full payout eligibility.
- Payouts may be capped (e.g., 40–240 hours, or no more than four weeks).
- Some pay out vacation only, not full PTO or sick leave.
- A few base payout percentage or eligibility on tenure.
- Some policies mark PTO payout as N/A (not applicable), suggesting no payout or case-by-case handling.

PTO DAYS GRANTED BASED ON YEARS OF SERVICE

No. of Days Granted	0-1 Year of Service Companies Responding	1-3 Years of Service Companies Responding	5 Years of Service Companies Responding
2	1	0	0
3	1	0	0
5	4	3	2
8	1	0	0
10	14	16	0
11	2	0	1
12	1	0	0
13	3	9	2
14	1	2	0
15	8	16	17
16	2	5	3
17	3	2	0
18	0	0	6
19	0	1	0
20	1	0	11
21	0	0	3
22	1	3	3
23	0	0	0
24	1	1	2
25	0	0	1
26	1	1	0
27	0	0	2
28	0	0	0
29	0	0	0
30+	0	0	1
Unlimited	1	1	1
	Prorated	1.5 days per month	1.92 days per month
	1 hour for every 30 hours worked	Year 2 = 12 days & Years 3-4 = 14 days	20 days after 7 years
	1.5 days per month	15-20 days per year depending on classification	15-20 days (2 companies)
	10 for part-time and 16 for full-time based on 8 hour days		22-25 days
	15-20 days		Based on job level, 20-25 days
	4.62 hours per pay period		Exempt - 20 days; non-exempt - 15 days
	10-15 days		
	Accrued each week up to 10 days		
	1.15 hours per pay period up to 5 days		
	Based on job level - 15-25 days		

PTO DAYS GRANTED BASED ON YEARS OF SERVICE			
No. of Days Granted	10 Years of Service Companies Responding	15 Years of Service Companies Responding	20 Years of Service Companies Responding
2	0	0	0
3	0	0	0
5	3	2	2
8	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
13	0	0	0
14	0	0	0
15	5	1	0
16	1	0	0
17	0	0	0
18	3	0	0
19	0	2	0
20	14	11	9
21	3	4	2
22	4	4	2
23	4	4	2
24	0	3	1
25	9	9	13
26	1	4	1
27	3	1	1
28	1	2	4
29	1	1	1
30+	2	6	9
Unlimited	1	2	2
	1.92 days per month	2.33 days per month	2.33 days per month
	20-25 days	20-25 days	20-25 days
	17.5 days after 8 years	Based on job level 25 or 30 days	Based on job level 25 or 30 days...30 days after 25 years
	Exempt - 25 days; non-exempt - 20 days		

Are employees permitted to work other jobs (side jobs/consulting) when on PTO?

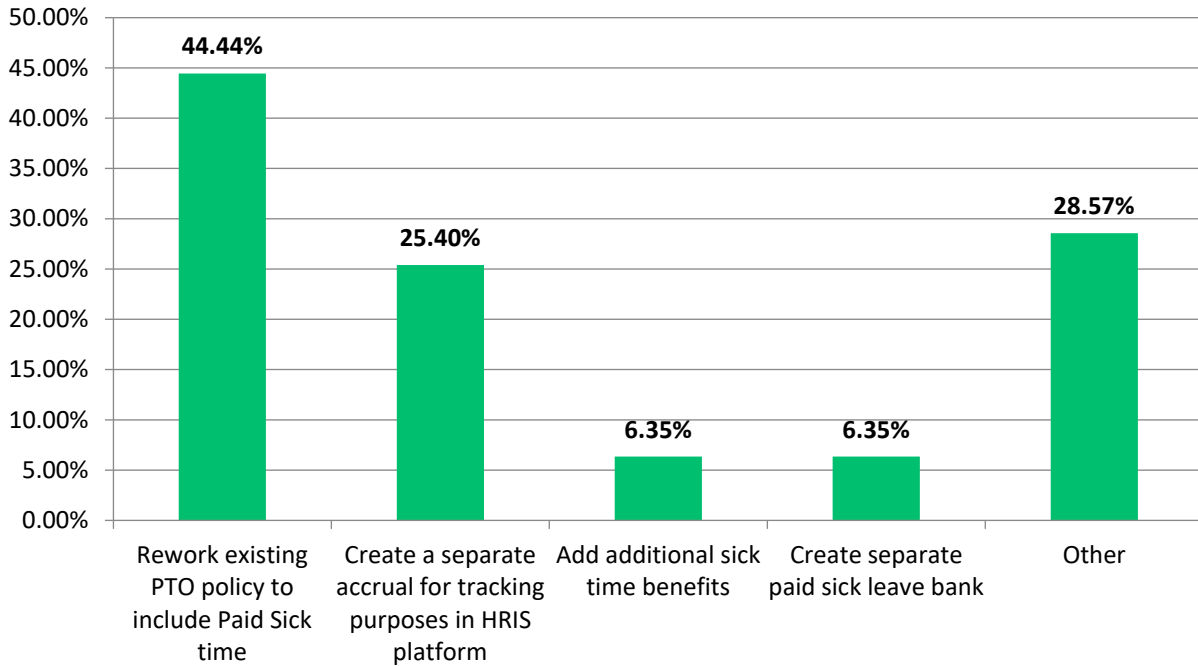


■ No ■ Yes, as long as there is no conflict of interest ■ Case-by-Case Basis ■ Never addressed or N/A

PROP A SPECIFICS

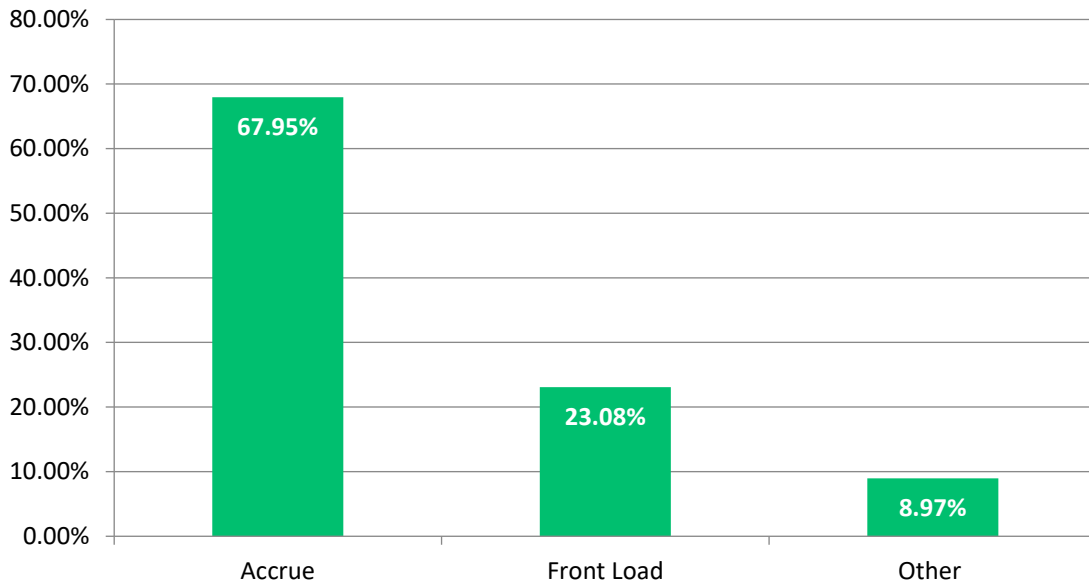
(Note: The Missouri legislature has passed a bill to repeal the Paid Sick Time provisions of Prop A and it is expected to be signed by Governor Kehoe. If signed, the law will remain in effect until August 28, 2025.)

Prop A Sick Time Benefits



- **Current Compliance:** Many state their **existing PTO policies already meet or exceed Prop A** requirements.
- **Full-Time vs. Part-Time:** Common approach is to **retain current PTO for full-time**, while **creating separate sick leave policies for part-time** employees.
- **Policy Adjustments:** Some made updates to **language, tracking, or bucket structures** to align with the law.
- **Tracking Use:** A few now **require employees to select a PTO reason** (e.g., sick vs. personal) for compliance.
- **Frontloading Plans:** At least one plans to **track in 2025**, then **frontload sick time in 2026**.
- **Separate Buckets:** A few are creating or maintaining **separate sick leave buckets** alongside existing PTO.

Missouri Paid Sick Time Accrued or Front Loaded



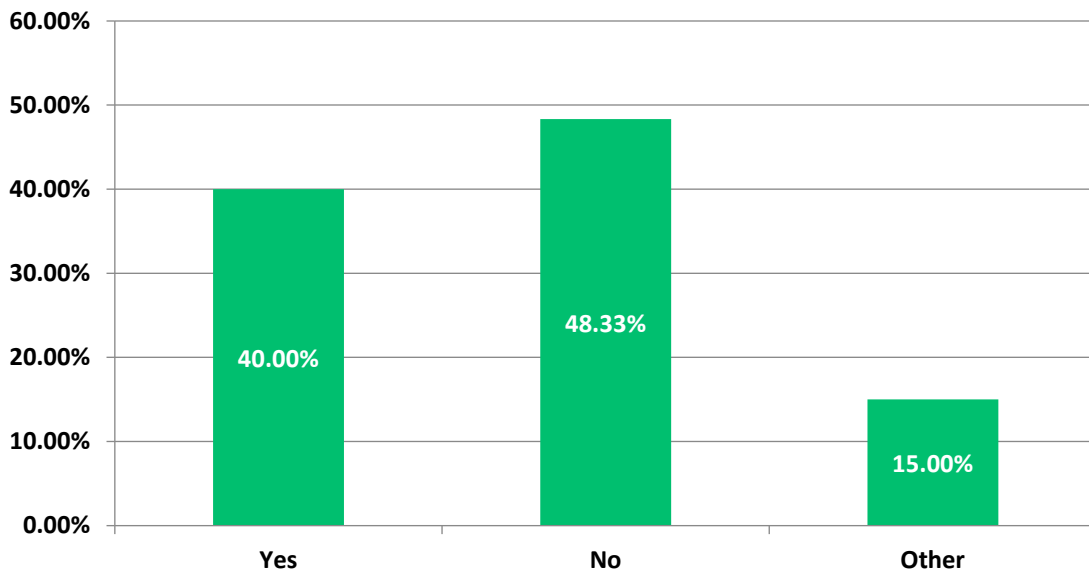
Accrue for new hires, front load the following year

N/A (3 companies)

Our current PTO policy is sufficient to cover the requirements of Prop A.

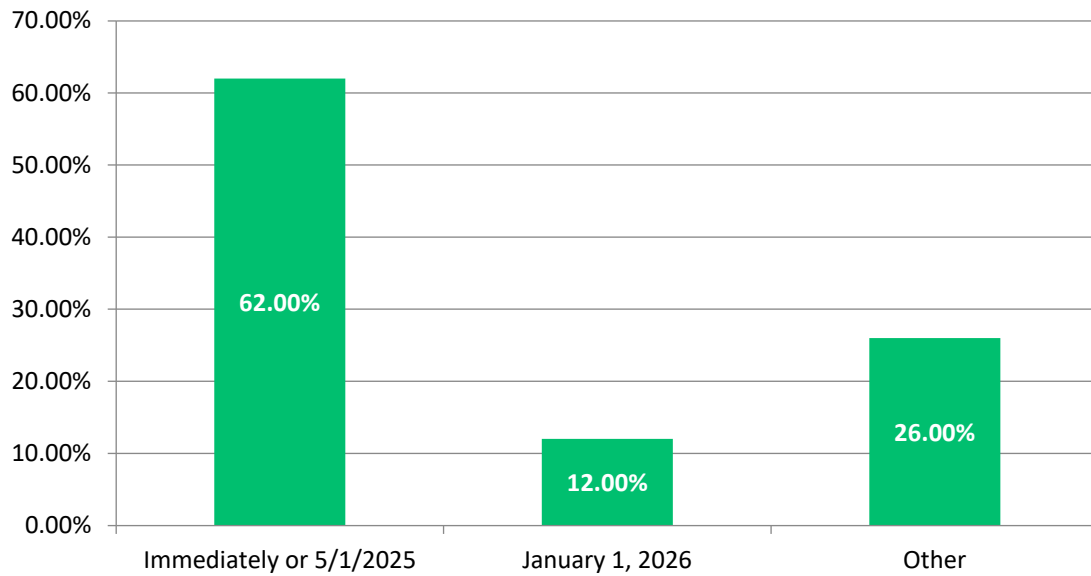
Our PTO policy was modified to comply with the law.

Multi-State Employers: Mirroring Prop A?



- No. Tracking reqs are terrible & we provide more than required
- Not at this time but are considering it (3 companies)
- Will meet each state's requirements

Dates Policy Changes Are Implemented



- May 1 for 2025 and then change to frontloaded policy 1/1/26
- Immediately for 2025 and then will update throughout the year
- Current policy complies (3 companies)
- Salaried employees immediately, hourly employees when the next collective bargaining agreement negotiations occur