

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Benefits

Number: IV-3

SUBJECT: Personal Leave Time

Effective Date: 06-17-98

Revision Date: 03-16-2021

All full-time employees are eligible to accrue Personal Leave Time (PLT). The PLT benefit begins on the first day of the month following thirty (30) days of employment. Increases in accrual rates go into effect on the first pay date following the employment anniversary date.

PLT accruals will cease when an employee is using the short term / long term disability and workman's compensation benefit. An employee who is out on workman's compensation or disability will have his/her accrual adjusted to reflect the time off from work. As a result, the employee will not accrue the total days listed below.

PLT is accrued based on the following table.

Longevity	Annual Accrual	Per Pay Period Accrual
1 – 6 years	80 Hours	3.33
7 years and over	120 Hours	5.00

PLT will be prorated for employees who are hired to work less than a 40 hour work week.

Leave Requests and Approval

A Leave Request Form must be filled out by the employee when requesting time off from work. Time off will be granted on a first come, first served basis, as to not adversely impact work schedules. Time off requested by more than one employee for the same day will be determined by the immediate supervisor.

Exempt employees must use PLT in full day increments according to their work schedule. For example, an employee who works five (5) eight (8) hour days must take PLT in eight (8) hour increments. An employee who works four (4) ten (10) hour days must take PLT in ten (10) hour increments. Exempt employees must use PLT when they miss a full day of work for personal reasons. Exempt employees do not have to use PLT for partially worked days.

Non-exempt employees may use PLT in any increment necessary in order for them to be paid for a regularly scheduled workday.

Employees can request Leave without Pay. The request for Leave without Pay may not be approved if it conflicts with Loyola employment obligations.

Employees are encouraged to request their time off as far in advance as possible. Time off must be scheduled and approved by the employee's supervisor. When at all possible, supervisors will grant time off when it is requested. If it is not conducive to the efficient operations of the employee's work assignments, the supervisor may deny an employee's request for time off.

Using Personal Leave Time (PLT)

Regular workdays only are counted as days of leave. A maximum of forty (40) hours per week are permitted.

Employees are expected to return from PLT as scheduled. The immediate supervisor must be contacted if the return will be unavoidably delayed.

Holiday / Leave Time

When a Company recognized holiday falls during scheduled time off, it is not counted as a PLT day but as a holiday.

Personal Leave Time (PLT) Cash In

Employees who have more than forty (40) hours of accrued PLT available are permitted, with Executive Management approval, to exchange up to a maximum of forty (40) hours of their leave time for cash at their current rate of pay. The employee must be in good standing with LOYOLA at the time of the request, i.e., no disciplinary action documented in the employee's personnel file in the past six (6) months.

The following rules apply:

- Accrued PLT hours may be exchanged for cash, only to the extent that the current employee's accrual has exceeded or will exceed forty (40) hours by the end of the calendar year. The cash option may be approved even though the current year's accrual is not yet complete.
- Exercise of the cash option must never be allowed to cause a negative balance at the end of the calendar year.
- If the employee terminates after cashing in PLT and the PLT record has a negative balance, the final pay check will be adjusted.
- PLT balance will be reduced by the number of hours equivalent to the payment made.
- The cash option may be exercised only once during the calendar year.
- Request for the cash option must be submitted by November 30.
- Payment will be on the normal pay date by direct deposit. Ten working days are required for processing.

Final Payment or Deduction for Personal Leave Time (PLT) at Termination

For voluntary terminations and lay offs, the employee will be paid for all accrued PLT (accrual rounded to nearest hour) through the date of termination, provided the employee has completed the initial employment period of ninety (90) days.

For involuntary terminations, the employee will not be paid for PLT hours on record. The PLT balance on record at the time of termination is forfeited.

If the employee's PLT accrual is in the negative at the time of termination, a deduction will be made from the gross wage amount on the employee's final pay check. The amount deducted will be computed by rounding the negative PLT accrual to the nearest hour and then multiplying by the employee's effective hourly rate. This deduction will be made regardless of the reason the PLT is in the negative (whether from actual use or from exercise of the cash out option).

Unused Personal Leave Time (PLT)

Accrued PLT that is unused at the end of the calendar year is forfeited. Hours forfeited are not recoverable.

Compensation Time vs. Personal Leave Time (PLT)

Upon supervisor approval, an employee may be granted compensatory time for required work that exceeds forty (40) hours in the week for special projects, work necessary during the weekend or any normally scheduled time off. Compensatory time will be granted on an hour for hour basis.

Compensatory time must be used within a reasonable time and must be used within the same year granted unless otherwise approved by your supervisor.

Upon termination, the employee will not be paid for compensatory time on record. The compensatory balance on record at the time of termination is forfeited.

Compensatory time will not be paid in a monetary form.

Computation of Overtime

Leave time will not be included in the computation of overtime.

Worker's Compensation & Personal Leave Time (PLT)

For illnesses or injuries which are compensable under the Worker's Compensation Law, PLT may be used only for the prescribed waiting period for Worker's Compensation benefits.

Deceased Employee

The PLT balance at the time of an employees' death will be paid to the estate of the deceased employee.