



1.015 PTO Addendum – Time Period for Calculating Automatic PTO Deductions

Policy Purpose and Scope

The purpose of this policy is inform PhotoBiz employees of the time period used for calculating automatic PTO deductions described in Section 8.2 of the Employee Handbook, under the subsection entitled “AUTOMATIC PTO DEDUCTIONS” and “For Not Working Pay Period Hours”.

Roles and Responsibilities

The Human Resources and Legal Departments are responsible for maintaining this policy. The entire Company is responsible for understanding this policy.

Time Period Used

The relevant language in the Handbook states, “If during any 2 week pay period, an employee misses 30 minutes or more of their scheduled 80 hours, PTO will be deducted in 30 minute increments.” In order to have PTO accruals be more up to date, the Company will instead use the last week of one pay period and the first week of the next pay period to make the “80 hour” calculation.

In other words, instead of using the actual pay period, the Company will look at the end half of one pay period and first half of the next pay period. This change in timing for the calculation may affect your PTO and the manner in which you might try to make up for PTO.

Revision Date: January 2016