



PLANNED PAID TIME OFF (PPTO) POLICY

November 2018

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Planned Paid Time Off Overview

At Community Brands, employees are encouraged to take time away from the office to creatively recharge. Employees are able to take personal responsibility for managing their own time, workload, and achieving results. Working with their leader, employees can best manage for themselves how and when to take time off.

Planned paid time off (“PPTO”) under this policy is for planned absences for personal vacations, relaxation and personal and family needs. This policy does not include paid time off for planned or unplanned absences as a result of illness or other qualifying reasons under the company’s Paid Sick and Safe Leave (PSSL) policy.

Eligibility for Planned Paid Time Off

All regular full-time and part-time employees are eligible for PPTO. Seasonal or temporary staff and interns are ineligible for this program.

Requesting PPTO

For PPTO under this policy, employees will need to provide advanced notice to their managers. The general guideline for requesting PPTO is the longer the block of PPTO requested, the more advanced notice is required.

- For less than one week of PPTO, provide as much notice as possible, understanding that if inadequate notice is provided, all or part of the request may be denied.

- For one to two weeks of PPTO, discuss with your manager at least two weeks in advance.
- For more than a two-week block of PPTO, discuss the request with your manager with as much notice as possible, but no less than one month. Such requests will be evaluated on a case-by-case basis and take into consideration business needs, workloads, project deadlines, and other business-related considerations.

Usage Increments for PPTO

PPTO is to be used in half-day or full-day increments. PPTO is not to be used to alter usual work hours or days. PPTO is not a work-from-home program.

Time taken for PPTO in blocks of two weeks or more must be separated by no less than six weeks of active work on the job before being eligible for more PPTO under this policy. Exceptions to this provision require both direct manager and next level manager approval.

Tracking PPTO

The employee is responsible to record all-time off in Dayforce, without exception.

Employee Guidelines for PPTO Usage

Employees are obliged to:

- Take PPTO! There is no longer a bank of PTO hours, because Community Brands wants employees to take the personal time needed to ensure they are happy, healthy, and invested in their work.

- Maintain performance expectations.
- Avoid abusing the policy by taking time off that negatively impacts job performance and the company.
- Communicate and collaborate with your team to ensure everyone can take time off without disrupting operations.
- Plan to delegate, postpone, or otherwise manage projects that will be affected by time off.
- Notify your manager according to the notice requirements.
- Keep a good attitude when your manager cannot accommodate a particular PPTO request.

Manager Guidelines for PPTO Requests

When approving PPTO requests, managers will take into consideration:

- That all employees are given the opportunity to take time off. Managers will be monitoring to make sure all team members are taking PPTO.
- Team and/or individual workloads, work schedules, and employee needs.
- The ability of team members to provide coverage when an employee is out.
- Business unit blackout periods for PPTO usage.

Requests may be rejected when:

- Other employees with similar or complementary duties have already asked for leave at the same time.
- The time in question includes an important deadline or high workloads for the employee, including business unit blackout periods for PPTO usage.
- An employee appears to be abusing the policy by taking extensive time off and leaving work obligations undone.

- Work schedules have been established and there is not enough coverage to meet customer needs.
- Employee's supervisor or department leader determines the notice given was not sufficient.

Treatment of PPTO at Separation

Under this policy, there is no “accrual” of PPTO days. Therefore, you will not be compensated for “unused” PPTO time upon separation from employment.

Coordination with Other Leaves

PPTO under this policy cannot be used for the types of absences covered under the company's Paid Sick and Safe Leave (PPSL) policy or leaves of absences, including time off under the Family and Medical Leave Act, workers' compensation, the Americans with Disabilities Act, or the company's Paid Parental Leave policy. Please refer to those company-specific policies for more information.

Revocation of Approved PPTO

In extremely rare circumstances, approved PPTO may be revoked by the employee's manager, department leader or EVP, based on critical business needs and/or underperformance. The company will make every effort to avoid this action.