



Guided Care Paid Time Off (PTO) Policy

Purpose

The Company values the well-being of its team members and recognizes that time away from work is essential for rest, relaxation, and personal fulfillment. To support this, the Company provides paid time off (“PTO”) that can be used for vacation, personal matters, illness, or any other reason team members need. Team Members are encouraged to take their full PTO each year to recharge and maintain a healthy work-life balance. For purposes of this policy, the Company’s “calendar year” runs from January 1 through December 31.

Eligibility

Team members regularly scheduled to work at least 25 hours per week are eligible to accrue PTO.

Waiting Period

PTO begins accruing on the first day of employment but may not be used until after 60 days of service.

Accrual

PTO begins accruing on the first day of employment per pay period, but usage is subject to the waiting period listed above. For non-exempt (hourly) team members, PTO accrues based on hours worked during each pay period. PTO is not accrued for unpaid hours, including unpaid time off or leaves of absence, except where required by applicable law.

Guided Care		
Year	Time Off Non-Case Management Departments Leaders	Time Off Case Management Department
1	20 Days	20 Days
2	25 Days	21 Days
3	30 Days	22 Days

Requesting and Scheduling of PTO

Team members should submit PTO requests through Paylocity at least two-weeks in advance of the requested dates.

PTO may be scheduled throughout the year, but must be approved by your supervisor through Paylocity. Supervisors will consider factors such as department projects, deadlines, and adequate staffing levels, particularly during peak PTO periods.



Team members are expected to use available PTO when time away from work is needed. If a team member has PTO available, they may not elect to take unpaid time off in lieu of using PTO. Unpaid time off may be considered unexcused and may count toward attendance tracking, in accordance with the Company's attendance policy.

Non-exempt team members must use PTO in increments of 1 hour. Exempt team members must use PTO in increments of 4 hours. Supervisors will approve or deny PTO requests based on department needs, time availability, or other operational factors. When vacation requests conflict, managers will consider the earliest request date and/or length of service. PTO use may be limited during peak business periods.

Questions or concerns regarding denied PTO requests may be escalated to the VP of Human Resources. Ultimately, vacation scheduling is at the discretion of management to ensure proper coverage and support operational needs.

Borrowing

Team members may not borrow against future PTO accruals.

Accrual Tier

Accrual tier increases on the team member's anniversary date.

Carry Over

Team members may carry over up to 5 unused PTO days into the next calendar year. Any balance above this limit will be forfeited on January 1 of each year.

Payout of PTO

Unused PTO will not be paid out upon termination, except where required by applicable state law.

Team Members are expected to maintain a professional work ethic during their notice period. PTO may not be used once notice has been submitted, regardless of prior approval. Any time off during the resignation period will be considered unpaid.

Team Members are required to adhere to their normal work schedule during the notice period and may not make deviations.

Note: Certain states may have specific requirements for PTO accrual, carryover, and payout. The company will comply with all applicable state and local laws.