

Paid Time Off

Randall Residence appreciates how hard associates work and recognizes the importance of providing time for rest and relaxation. Randall Residence fully encourages associates to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

In the best interest of the employee and of the Company, PTO must be used. Pay will not be given in lieu of PTO except as described in our termination policy. PTO begins accumulating upon hiring and is available to use after 90-days. PTO is earned at a rate of:

Years with Company	Accrual Rate
First Year	.0462 (or 96/2080) hours per hour worked
Second through Fifth Year	.0615 (or 128/2080) hours per hour worked
Fifth Year On	.0769 (or 160/2080) hours per hour worked

Part-time employees, regardless of years of with the Company, will accrue PTO at a rate of .0462 based on the number of hours worked.

PTO can only be used as accumulated. PTO will only be granted and paid in four hour increments; they may not be used in hourly increments. PTO balance carries over from year to year. A maximum balance that can be carried is three (3) weeks or 120 hours.

If associates wish to use three (3) or more full days of paid time off consecutively, they must submit a request to their manager at least two (2) weeks in advance of the requested time off. Similar notice should be provided for planned time off of shorter duration. Every effort will be made to grant requests, consistent with operating schedules. However, if too many people request the same period of time off, Randall Residence reserves the right to choose who may take time off during that period. Individuals with the longest length of service generally will be given preference.