



Belmont Abbey[™]

C O L L E G E

FLEXIBLE PAID TIME OFF (PTO) PLAN

POLICY STATEMENT

To recognize an employee's service to the College and so that each employee may benefit mentally and physically by periods of rest and relaxation during the year, full-time (employees working a minimum of 30 hours per week) employees are entitled to participate in the Flexible PTO Plan. The College's Flexible PTO plan allows employees to take as much leave as they need following set guidelines as outlined below.

This policy is based on mutual trust between employer and employee. It gives employees opportunities to work or take time off as they see fit, as long as they are meeting set expectations.

Guidelines:

1. Employees are encouraged to take at least two weeks off annually.
2. Weekly overtime calculations are based only on hours worked
3. Compensation for paid time off will be computed on the basis of an employee's regular wage or salary for a comparable work period.
4. Non-Exempt Employees will be required to track paid time off hours on their biweekly timesheet for purposes of calculating compensation and overtime.
5. Employees may take up to two (2) consecutive weeks of paid time off; longer periods require special approval.
6. Time off requests must be submitted in advance (excludes emergencies and sick time) as set by manager.
7. Each department may set blackout periods based on specific departmental needs. These periods may fluctuate based on dynamic department criteria.
8. Time off requests will be considered on a first-come, first-served basis.
9. Illness, Injury, and Disability (including maternity leave) lasting more than two weeks would apply under FMLA and STD/Maternity Leave policies. This policy does not interfere with legally established leaves such as maternity or FMLA.