

Policy:	Paid Time Off	Policy Reference and Revision Number:	HR 008 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 2

PURPOSE

To allow full-time employees Paid Time Off (“PTO”) from work that can be used for personal activities of their choice.

POLICY

BWC Terminals (the “**Company**”) provides each employee (excluding employees under a collective bargaining agreement) the following amounts of PTO hours per calendar year, paid at the employee’s base rate of pay, to cover absences from work for vacation, personal or family illness, doctor appointments, school, volunteerism, and other personal activities of the employee’s choice, based on the years of service from the Company anniversary benefits date:

YEARS OF SERVICE	ANNUAL PTO HOURLY ALLOWANCE	MONTHLY PTO HOURLY ACCRUAL
0 – 2 years *	120 Hours	10.0 Hours
3 – 9 years	160 Hours	13.3 Hours
10 – 19 years	200 Hours	16.6 Hours
20 or more years	240 Hours	20.0 Hours
<ul style="list-style-type: none"> ▪ Newly Hired & Rehired Employees may not have a negative PTO balance until employed for at least 90 days. Terminations within ninety (90) days of a hire date reset PTO accrual to zero “0”. 		

PTO USAGE

1. Employees unable to work due to a medical condition or injury are required to use PTO for the initial forty (40) hours off work; provided, however if forty (40) hours of PTO are unavailable, employees must borrow from PTO hours to be accrued through the end of the calendar year.
2. Annual eligibility amounts will be pro-rated based upon the employee’s eligibility date for PTO benefits.
3. PTO accruals are based on paid work hours up to 2,080 hours per calendar year, excluding overtime; provided, however PTO does not accrue while an employee is on a leave of absence under short-term disability, a Family Medical Leave Act event, or similar events.
4. Employees needing additional PTO for personal reasons may borrow up to forty (40) hours of PTO from PTO to be accrued through the end of the then current calendar year.
5. The aggregate PTO taken in a calendar year should not be greater than the eligible annual PTO allowed for the current year plus any carry-over from a prior year.
6. Negative PTO balances at the time of separation from the Company are required to be paid back on the final paycheck if permitted by and consistent with state law.
7. PTO is not considered hours worked and the time is not included for net overtime calculation.

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PTO REQUESTS

- PTO requests should be scheduled in advance with the employee's immediate supervisor with a minimum of 24 hours' notice and cover their scheduled work hours.
- PTO requests must be at least two (2) hours at a time.
- Requests to borrow PTO hours must be pre-approved by the employee's supervisor.
- PTO requests may be denied due to business needs and/or employee PTO balances in excess of accrued time.
- Carryover requests are limited to eighty (80) hours of PTO, must be approved by the employee's immediate supervisor in advance and utilized in the carryover year or lost.

CONFLICTS WITH LAW

To the extent that this Policy conflicts with federal, state, and local laws or regulations, the policy shall be deemed amended for application within the relevant jurisdiction to comply with local laws and regulations.