

Flexible Paid Time Off (Flex PTO)

Eligibility: All Exempt Team Members

Country: All

Under the Flexible Paid Time Off Policy (“Flexible PTO”), the Company provides eligible Team Members with paid time off (PTO) from work. Eligible Team Members include full-time exempt Team Members employed within Follett Content Solutions, LLC. Flexible PTO may be taken for any reason, including vacation, sick days, or other personal time away from work. Flexible PTO is not a form of additional compensation or wages for services performed. Rather, in recognition of the professional environment in which we work, the Company provides eligible Team Members with a more flexible schedule to take approved time off, provided it does not interfere with business operations or work performance.

Flexible PTO does not supplement any terms which may be contained in an employment agreement or offer letter, as these terms are now amended by this policy. This Policy supersedes all prior paid time off/vacation, and sick day policies, subject to applicable federal, state, and local law.

Attendance is an essential requirement of your job. A Team Member will be given the flexibility to take reasonable time off, in accordance with the guidelines below.

Scheduling & Approval Guidelines for Planned Flexible Time Off

- Team Members should submit time-off requests and obtain manager approval prior to taking time off. All requests are to be submitted to the Time & Attendance System (ADP Workforce Now) at least two weeks in advance of the requested time off.
- The Team Member is responsible for ensuring appropriate approval of Flexible PTO requests prior to taking the time off.
- Team Member must record all paid time off in excess of 4 or more hours.
- There is a fifteen (15) consecutive business days maximum at a time for scheduling vacations.

Scheduling & Approval Guidelines for Unplanned Time Off

- The Company recognizes that occasionally PTO requests for same-day illness or emergency situations may arise. In such cases, PTO requests must be submitted by the Team Member upon return to work. If the Team Member is unable to submit the request in a timely manner, the manager may do so on their behalf.

The Flexible PTO Policy does not replace any of the Team Member Leave Policies. Below provides additional guidance regarding how a Team Member can utilize Flexible PTO to assist with unpaid time off. Eligibility and entitlement for FMLA are defined by the Family and Medical Leave Act.

Flexible PTO and Approved Medical Leaves

Team Members who are approved for/a:

- a medical leave of absence (FMLA/PMLA/or other state leaves)
- receiving workers compensation benefits
- disability benefits (short term or long term)
- paid family leave benefits
- benefits according to any coronavirus-related paid leave laws

Team Members, who are on an approved medical leave of absence (FMLA/PMLA), receiving workers compensation, disability benefits (short term or long term) or paid family leave benefits, or benefits according to any coronavirus related leave law (collectively “disability benefits”) are required to utilize these benefits and only use Flexible PTO during a paid leave, STD or workers compensation waiting period, if applicable.

For approved Intermittent FMLA leaves, Team Members will be permitted to use Flexible PTO and must enter a request for Flexible PTO in the Time & Attendance System (ADP Workforce Now). Use of Flexible PTO for Intermittent leave is limited to fifteen (15) days per fiscal/calendar year.

Flex PTO & Approved Family Bonding Leave

Team Members will be allowed to use up to a maximum of 15 business days of Flexible PTO during the first 12-months following the birth, adoption, or foster care placement of a child.

Flex PTO & Other Unpaid Family Leave (Qualifying under FMLA)

Eligible Team Members approved for unpaid family leave other than bonding leave under FMLA can use up to 15 days of Flexible PTO. The remainder of their FMLA is unpaid. **FOR Team Members FMLA POLICY AND OTHER LEAVE located in the Leaves Section of the Handbook.**

Other Relevant Laws

The Company provides additional paid and unpaid sick leave in accordance with state and local laws, statutes ordinances, and regulations.

Any Team Member located in states that prohibit forfeiture of accrued but unused PTO, must exhaust their accrued but unused PTO prior to moving to the Flex PTO Policy.

Converting from PTO Policy to Flexible PTO

For Team Members who are promoted to a position eligible for the Flexible PTO policy in states carryover of accrued but unused PTO is required, must exhaust their PTO balance to be eligible for Flexible PTO. In states that do not require carryover the Team Member will immediately move over to the Flexible PTO policy.

Abuse of Flexible PTO

This policy is built on trust. We expect Team Members to take care of work responsibilities and customers before leaving and upon return from Flexible PTO and ensure there is coverage during an absence.

In addition, regular and reliable attendance is considered a condition of employment unless on approved medical leave. Since there is no fixed number of vacation, personal, or sick days, corrective action up to and including termination may be taken if a pattern of potential abuse develops such as failing to report an absence from work, failing to attain performance goals and expectations of the job, or taking an excessive amount of time off beyond the scope of any approved leave.

Follett also reserves the right to require documentation from a health care provider verifying a Team Member need to use Flexible PTO for unscheduled sick days if a pattern of potential abuse presents.

New Hires

There is no waiting period to use Flexible PTO after a Team Member begins employment.

Separation of Employment

Since there is neither vesting nor accrual of time off, eligible Team Members will not be paid out Flexible PTO upon termination or separation of employment.