

Paid Time Off Policy

Eligibility: Non-Exempt Team Members Full Time & Part Time Country: US

Follett Content Solutions, LLC encourages work/life balance and is committed to providing Paid Time Off (PTO) for Team Members to maintain that balance. This PTO policy is designed to offer Team Members more flexibility in managing time off for individual rest, relaxation, and personal business away from the workplace.

Definitions

PTO is a combination of vacation, sick, and personal days combined into one allotment of paid time off.

The company designated holidays, state-specific holidays, floating holidays, bereavement pay, volunteer service day, and jury duty for which you are eligible are not counted against your PTO allotment, and these benefits are covered under other time off and holiday policies.

Eligibility

This policy applies to regular non-exempt Team Members, who are regularly scheduled to work thirty (30) hours or more per week and part time Team Members who work a twenty or more hours per week. The following Team Members are not eligible for PTO under this Policy:

- Canadian Team Members
- Team Members in any state or local jurisdiction requiring carryover of accrued but unused PTO at year end;
- Part-time (Team Members (0-19 hrs. a week);
- seasonal/temporary; and interns; and Team Members covered by the Flexible Time off Policy.

PTO Allotment Schedule

Effective 2023, PTO accrues on a bi-weekly basis. PTO is accrued through the fiscal year and is earned on each payday. Team Members may borrow up to 40 hours of PTO against future accruals.

This chart illustrates how Full-Time Team Members accrue hours by month based on length of service.

Full-Time Team Member PTO based on Length of Service in Hours/Days

This chart illustrates PTO Hours Accrued by month

Years of Service	< 1 Year	1 < 5 Years	5 < 10 Years	10 < 15 Years	15+ Years
Maximum Annual PTO	Up to 120 Hours	160 Hours	200 Hours	216 Hours	240 Hours
	(Up to 15 Days)	(20 Days)	(25 Days)	(27 Days)	(30 Days)

This chart illustrates how Part-Time Team Members accrue hours by month based on length of service.

Part-Time Team Member PTO based on Length of Service in Hours/Days					
This chart illustrates PTO Hours Accrued by month					
Years of Service	< 1 Year	1 < 5 Years	5 < 10 Years	10 < 15 Years	15+ Years
Maximum Annual PTO	Up to 60 Hours	80 Hours	100 Hours	108 Hours	120 Hours
	(7.5 Days)	(10 Days)	(12.5 Days)	(13.5 Days)	(15 Days)

Carryover

PTO must be taken within the fiscal year (January 1st -December 31st). Team Members may carry over up to 80 hours of accrued but unused PTO into the next fiscal year. Any accrued but unused PTO over 80 hours as of December 31, will not carry over; and will therefore, be forfeited at the end of each year, subject to state law requirements. Follett will not pay out accrued but unused PTO at the end of the year. This policy is subject to change.

Request, Approval, and Usage

PTO requests must be submitted to the Time & Attendance System at least two weeks in advance. Management may decline any requests by non-exempt Team Members based on the needs of the business. Non-exempt Office Team Members may take PTO in one (1) hour increments.

The Company recognizes that, occasionally, Team Members may request PTO requests for same-day illnesses and 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 Company reserves the right to deny PTO requests based on business needs including but not limited to blackout periods. It is the responsibility of both the Team Member and their manager to ensure that time-off requests are entered accurately and on a timely basis.

New Hires

For new hires/rehires, PTO will be allotted and prorated based on the start date according to the chart below. For rehires, the maximum amount of PTO for the year may vary depending on whether

prior service is bridged or whether state law requires reinstatement of accrued but unused sick leave upon rehire. Please see Bridge of Service Policy for more information.

NEW HIRE Full-Time PTO in Hours	
Start Date	Annual Hours Earned
January 1-January 31	120
February 1-February 28	110
March 1-March 31	100
April 1-April 30	90
May 1-May 31	80
June 1-June 30	70
July 1-July 31	60
August 1-August 31	50
September 1-September 30	40
October 1-October 31	30
November 1-November 30	20
December 1-December 31	10

NEW HIRE Part-Time PTO in Hours	
Start Date	Annual Hours Earned
January 1-January 31	60
February 1-February 28	55
March 1-March 31	50
April 1-April 30	45
May 1-May 31	40
June 1-June 30	35
July 1-July 31	30
August 1-August 31	25
September 1-September 30	20
October 1-October 31	15
November 1-November 30	10
December 1-December 31	5

Anniversary Milestone

Credit for service year anniversary milestones will be applied at the beginning of the month of your anniversary. For example, a Team Member celebrating their 5-year service anniversary during the fiscal year will accrue PTO at a higher rate at the start of the month during which the service milestone occurs.

Part-Time to Full-Time Transfer/Promotion

Team Members who transfer or receive a promotion from a part-time regular to a full-time regular role during the fiscal year will start to earn PTO based on and as of the effective date of the transfer/promotion based on the New Hire Chart above.

Full-Time to Part-Time Transferring Team members

Team Members who transfer from a full-time regular to a part-time regular role during the fiscal year 1) Over 20 hours per week will start accruing at the part-time rate on their effective date or 2) Under 20 hours will be paid out any accrued but unused PTO, in accordance with state and federal laws based on full months completed during the fiscal year as a full-time regular Team Member.

Contrary Statute or Ordinance

To the extent that a state statute or local ordinance provides for other paid sick time or carryover of accrued but unused PTO, the Company will comply with those laws and regulations.

Separation of Employment

Upon separation of employment, if eligible, Team Members will receive the pay for accrued but unused PTO based on full months completed during the fiscal year, in accordance with state law. Team Members who have a negative paid time off balance at separation from employment shall be obligated to repay the Company.

Coordination with Disability Benefits

During the waiting period before disability benefit payments begin, a Team Member is required to use accrued PTO before any portion of the absence will be treated as unpaid. The standard waiting period for Short-Term Disability benefits is five days. This period may be shorter in states with state disability insurance benefits and in the case of work-related injuries for which disability benefits are provided pursuant to the state workers' compensation law.

Family Medical Leave (FMLA), Personal Medical and Unpaid Personal Leave of Absence

Team Members who take FMLA leave, personal medical and unpaid personal leave of absence will be required to use accrued PTO time upon the commencement of and concurrently with such leave (unless the Team Member's own serious health condition has caused the leave and the Team Member is receiving workers' compensation or disability benefits from the Company). The use of PTO time during FMLA leave will be counted against the Team Members 12-week or 26-week period of FMLA entitlement or other applicable state medical and/or disability leave. Eligibility and entitlement for FMLA are defined by the Family and Medical Leave Act.

Misuse of PTO

Regular and reliable attendance is considered a condition of employment. Therefore, taking repeated unscheduled days of PTO, failing to report an absence (whether paid or unpaid), or failing to obtain the manager's approval for PTO, may subject the Team Member to corrective action up to and including termination.