



PTO Policy Updated July 1, 2019

<u>Employment Tenure</u>	<u>Earned Hours – Per Bi-Weekly Payroll</u>	<u>Earned hours</u>	<u>Earned Days</u>
During your first year, day 91-364	1.64	32	4
365 – 2 year	2.77	72	9
2 year	3.08	80	10
3 – 6 years	4.31	112	14
7 year	4.62	120	15
8 year	4.92	128	16
9 year	5.23	136	17
10 year	5.54	144	18
11 year / plus	5.85	152	19

**Beginning on your tenth (10th) year the cap on your banked PTO will increase from 200 hours to 320 hours.

Taking PTO

In order to take PTO, you must notify your manager via the Paycom system at least three weeks before your planned PTO. The Dealership reserves the right to refuse an employee's request for PTO if it is within its sole judgment, that scheduling the PTO at the time sought would be inconsistent with or disruptive to the smooth operation of the Dealership business. When two or more employees in the same department desire the same PTO, it will be the department manager's discretion as to whom may or may not take the requested PTO. Personal problems and emergencies will also be considered. All leave must use accrued PTO before unpaid leave is granted.

PTO Cash Out

Cash Out

Team Members can ONLY cash out down to 100 Hours (if you have 150 hours, you can only cash out 50 hours) and it can ONLY be done, 1 time every 12 months (Jan-Dec). This will be paid in the next regular payroll. No special checks will be issued for cash outs.

A completed and signed request must be submitted by ALL (Management & Non-Management) employees for cash out PTO and will be paid in the next available payroll cycle. If a request is turned in after the cycle is processed the employee must wait till the next available payroll cycle. All PTO taken must be submitted and approved in PAYCOM.

What team members are qualified for PTO Cash Out?

All Hourly team members, Technicians, and Body shop technicians

You will be paid your flat rate amount or hourly amount multiplied by 8 hours for each PTO day. Qualifies for PTO cash out.

**If you are paid on both a flat rate and hourly rate you will be paid the on the rate which is greater.

** If you are paid on variable flat rate you will be paid the greater rate.

Finance Managers, Service Advisors, Estimators, and Sales (New, Preowned and Internet) team members.

You will be paid using the AVERAGE RATE* of your hourly rate multiplied by 8 hours with a daily cap of \$200.00 for each PTO day.

Qualify for PTO cash out;

*AVERAGE RATE is calculated based on total wages earned for the last 13 bi-weekly paychecks and settle up checks divided by # of biweekly checks. This gets a weekly rate. This rate is divided by 5 for a daily rate.

**Paid Time Off: you will receive your PTO pay only – no draw or salary will be paid.

***Cash Outs: you will receive your calculated PTO pay, in addition to your draw or salary.

If you are in the bucket your cash out or PTO may be applied to your Bucket First

Does Not qualified for PTO Cash Out

Team Members that are 100% salary

Team Members that receive Salary + Department/Store Commission (Commission not based on individual performance) as compensation.