



## Paid Time Off (PTO) and Administrative (ATO) Paid Leave

### Definitions

Paid Time Off (PTO) encompasses paid vacation leave and paid sick leave. Balances of 80 hours or less will roll over at the end of the calendar year. Any hours in excess of 80 hours will be forfeited if not taken prior to December 31 each year.

Administrative Time Off (ATO) is paid leave that does not count against the employees' available leave balance.

### Paid Time Off (PTO)

<b>Annual Hours Earned</b>	<b>Years of Service</b>
40 hours	Part-time employees who work at least 20 hours per week
80 hours	Full-time employees with less than 4 years of service
120 hours	Full-time employees with 4 to 10 years of service
160 hours	Full-time employees with 10 or more years of service

### Paid Time Off (PTO) for Service Contract Labor (SCA) employees

<b>Annual Hours Earned</b>	<b>Years of Service</b>
2 weeks/ Commensurate with average hours worked	Part-time employees
80 hours	Full-time employees with less than 10 years of service
120 hours	Full-time employees with 10 or more years of service

### Observed Federal Holidays

All Kizano employees receive pay for all federally recognized holidays. We adhere to the schedule published by OPM for federal employees.

- Full-time employees receive full pay (8 hours).
- Part-time employees receive a pro-rata share based on their normal work schedule.

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day

Christmas Day

**Sick Leave (In Accordance with E.O. 13706) for Service Contract Labor (SCA) Employees**

Sick leave is paid in addition to PTO and is accrued at the rate of 1 hour of paid sick leave for every 30 hours worked on.

**Administrative Time Off (ATO)**

Administrative Time Off (ATO) is granted at the discretion of management. ATO is normally granted under the following circumstances:

**Facility Closure**

If all 4 of the following conditions are true:

1. a Kizano employee's normal work site is a government facility
2. the facility is closed due to inclement weather, government shutdown, or other emergency conditions
3. no alternative work location has been approved
4. the government employees are paid for the time off – the Kizano employee will be paid ATO (full salary) for up to **four (4)** workdays in a 30-day period.

**Civic Responsibility – Jury Duty**

For time served on jury duty, Kizano Corp will pay employees for **twenty-four (24)** hours and any amount paid by the government, unless prohibited by law, up to **three (3)** days. If an employee is required to serve more than ten days of jury duty, Kizano Corp will provide the employee with unpaid leave. Employees must provide Kizano Corp a copy of proof of service received by court in which they serve.

**Bereavement Policy**

The Bereavement Leave Policy falls under Administrative Time Off (ATO) and establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of Kizano. Please see separate policy form for further instructions.