

Personal Time Off (PTO)

VistaConnections recognizes the employee's need for regular, planned time off. Therefore, a flexible Personal Days Program has been created to assist active, full-time employees balance work/life issues. There is no PTO benefit for part-time, temporary or independent contractors. Personal Days may be used for vacations, sick days, additional time off for bereavement, illness in the family, religious observances, or other reasons -- the choice is yours.

Your PTO allowance is determined by length of service and is awarded the 1st of the month following the month in which it was earned. PTO may be taken in ½ or full days – not in hours or partial hours. Personal Days may be "banked" for later use, up to the PTO cap. If you exceed the PTO cap, you will no longer accrue PTO until you have fewer than the PTO cap, and will stop again when you reach the PTO cap.

Time taken for other than illness or accident should be scheduled *well in advance*, so that it is taken at a time mutually convenient to you and the Company with prior Management approval. PTO approval is subject to work demands and your position with the Company; therefore, employees should always seek Management approval before making plans for time off. Employees should not have the expectation that PTO will always be approved.

Employees may not "borrow" against future PTO to offset time out of the office. When requesting time off, it is the employee's responsibility to ensure adequate Personal Days are available to offset requested time off. If PTO is not available, requested time off may be denied. It is therefore EXTREMELY important you consider "banking" some hours to offset unforeseen future circumstances that require you to be away from the office.

PTO does not accumulate while an employee is on an unpaid leave of absence; therefore, employees must be actively at work to be eligible for this benefit. PTO may not be used after an employee has been notified of his/her dismissal, or after an employee has notified the Company that he/she is resigning in lieu of dismissal. PTO does not accrue for post-dismissal use or post-resignation use by the employee. PTO will be converted to pay when an employee's employment ends.

Full-time employees are afforded the following Personal Time Off benefit per the following schedule:

Length of Service	Annual Personal Day Benefit
Less than 90 days of consecutive employment	See Note 1 Below
12 Months through 4 Years of consecutive employment	1.25 days per month; max of 15 days
5 Years through 9 Years of consecutive employment	1.67 days per month; max of 20 days
10 or more Years of consecutive employment	2.08 days per month; max of 25 days

Note 1: Personal Time Off (PTO) is not awarded and are not available until after the 90-day of employment.