STANDARD SCHEDULE — PAID TIME OFF (PTO)

New program effective pay period beginning 6/19/17

Key principals in developing:

- Northern Rivers program
- Consistent
- Fair
- Market competitive
- Fiscally sustainable

Two types of time off for benefit-eligible employees:

1. Paid Time Off (PTO)
   - Accruals based on years of service. Accruals include agency recognized holidays (10).
   - Used for vacations, personal time, holidays, personal illness (5 days or less in duration).
   - Maximum accrual and payout at end of employment is noted in charts below.
   - An excess leave bank will be established for employees with balance over maximum as of 6/19/17. Employees will have until 12/31/17 to use this time.

2. Extended Sick Leave (ESL)
   - All benefit eligible employees receive the same accrual based on FT/PT status
   - Used for employee illnesses/injury extending more than 5 work days.
   - Can also be used in the event of a death of a family member: 5 days for immediate family member, 1 day for extended family.
   - Maximum accrual is 6 months; no payout at end of employment.
   - Employees with balance at or above 6 months as of 6/19/17 will have their balance frozen; accruals will resume in the event the balance falls below 6 months.
   - Interim ESL policy effective 6/19/17 – 12/31/17: ESL time may be used for an employee personal health need of more than 5 work days OR up to 3 days for immediate family member’s serious health need. As of 1/1/18, NYS Paid Family Leave Act provides coverage for employee absence due to the illness/injury of family member.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Standard PTO Accrual per Year for Full Time Employees</th>
<th>ESL Accrual per Year for Full Time Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 2.9 YOS</td>
<td>32 days</td>
<td>8 days</td>
</tr>
<tr>
<td>3 – 5.9 YOS</td>
<td>35 days</td>
<td>8 days</td>
</tr>
<tr>
<td>6 – 8.9 YOS</td>
<td>37 days</td>
<td>8 days</td>
</tr>
<tr>
<td>9 – 11.9 YOS</td>
<td>39 days</td>
<td>8 days</td>
</tr>
<tr>
<td>12+ YOS</td>
<td>41 days</td>
<td>8 days</td>
</tr>
<tr>
<td>Maximum accrual</td>
<td>5 weeks</td>
<td>6 months</td>
</tr>
<tr>
<td>Max payout at term</td>
<td>4 weeks</td>
<td>0</td>
</tr>
</tbody>
</table>

STANDARD SCHEDULE (SCHEDULE 1)
1. **Why is Northern Rivers implementing a new time off program?**
   We continue to move in the direction of standardizing our policies, pay systems, and benefits programs to ensure that they are consistent, fair, market competitive, and fiscally sustainable. Over the last year, we have developed and implemented a number of consistent policies. We are consolidating our payroll system to improve efficiencies and decrease administrative costs. We have standardized our benefits offerings for health, dental, vision, and life insurance for all benefit eligible employees. We offer one 401(k) plan to all eligible employees. Standardizing our time off programs is another step in this process.

2. **What is the new program?**
   Northern Rivers is establishing a new program consisting of two “buckets” of time off:
   
   Paid Time Off (PTO) – used for vacations, personal time, agency holidays, absences due to employee illness 5 work days or less in duration. Accruals occur biweekly and are based on years of service; accrual prorated for part-time benefit eligible employees.
   
   Extended Sick Leave (ESL) – used for absences due to employee illness more than 5 work days in duration and for bereavement. Accruals occur biweekly and are based on FT/PT status.

3. **What happens if my current balances of time off exceed the maximum?**
   PTO – as of 6/19/17, Combined Leave Time (CLT) and Paid Leave (PL) are converted to PTO; maximum accrual is 5 weeks (200 hours for a 40 hour per week employee). Once balance reaches maximum, further accruals will end until such time as the balance falls below the max. If balance as of 6/19/2017 exceeds the max, the amount exceeding max will be placed in Excess Bank that can be used until 12/31/17. Any time taken during this period will be deducted from the Excess Bank.
   
   ESL – as of 6/19/17, Extended Illness & Bereavement Leave time (EIBL) and Disability Leave time (DL) are converted to ESL; maximum accrual is 6 months/26 weeks (1,040 hours for a 40 hour per week employee). Once balance reaches maximum, further accruals will end until such time as the balance falls below the max. If balance as of 6/19/2017 exceeds the max, the balance is frozen; no further accruals until the balance falls below the max.

4. **What if I transfer to another job within Northern Rivers?**
   As of 6/19/2017, there are two time off schedules used for Northern Rivers—one for staff following the school calendar (Schedule 2) and one for all other staff (Schedule 1). If you move to another position that uses the same time off schedule within Northern Rivers, your accrued, unused PTO and ESL will transfer with you. In the event that you move to a position that uses a different schedule, your time will accrue based on that new schedule.

5. **What if I leave my job for one outside of Northern Rivers?**
   As of 6/19/2017, if you leave the organization for another position in good standing (voluntarily with appropriate notice, returning all equipment/keys), you are eligible to be paid out accrued, unused PTO up to a maximum of 4 weeks (160 hours for a 40 hour per week employee).

6. **How should I request time off?**
   Requests for time off should be made through the procedure established by your supervisor.

7. **What if my spouse or child is sick?**
   From 6/19/17 – 12/31/17, employees may use up to 3 days of ESL in the event that the employee is out of work due to the serious health need of an immediate family member. Beginning 1/1/18, New York state is implementing a Paid Family Leave program that will cover employees who are out of work due to an immediate family member’s serious health need, the birth/adoption of a child and other events. Please contact HR for any questions related to this program.

8. **Who is considered an “immediate family member”?**
   An immediate family for the purposes of accessing ESL (until 12/31/17) and eligibility for Paid Family Leave (as of 1/1/18) is defined as: spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, and sibling; extended family includes aunts and uncles.