



Paid Time Off, Paid Holidays, and Bereavement

Paid Time Off

Years of Service	Accrual Rate per Pay Period	Annual PTO Accrual
1-6 years	5 hours	15 days (120 hours)
7-13 years	6.6666 hours	20 days (160 hours)
14-19 years	8.3333 hours	25 days (200 hours)
20+ years	10 hours	30 days (240 hours)

Paid time off is to be used when you are not able to be at work during your normal hours and is earned on an accrual basis. Paid Time Off (PTO) starts accruing upon hiring. Accruals are based upon paid hours of up to 2,080 hours (40 hours per week) per year, excluding overtime. If you work fewer than 40 hours per week, but at least 32 hours per week, you will earn prorated PTO hours. Time in service with True Blue Financial will determine the rate you accrue PTO. You are eligible for the next level of accrual on the first day of the pay period of your employment anniversary according to the table above. You can carry forward two weeks (80 hours) of unused paid time off into the next calendar year; any excess over that amount will be forfeited. Paid time off must be approved by a supervisor and should be requested at least two weeks in advance if possible.

Note: Accrued leave is forfeited upon termination of employment.

Paid Holidays

The following are paid holidays for full time* employees:

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Our office will also close at 1 PM on the following days: Good Friday, Christmas Eve Day, and New Years Eve Day.

The nature of our business requires us to be available to our clients when the market is open. We also want to be convenient for our clients and will be open some days when the markets are closed. Due to this work schedule, full-time staff are also allowed one "Floating Holiday" to be used during the calendar year. This Floating Holiday does not carry over into the following year.

Bereavement

Bereavement pay is also available for full time* employees. Up to 3 days absence with pay is available for the necessary attendance to funeral matters for death in the immediate family (grandparent, grandchild, parent, child, sibling, spouse, and respective in-laws and stepfamily).

*Full time is considered 32 hours per week or more

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