



Temporary Employee Paid Time Off Policy

Source One Staffing provides temporary employees primarily working in Illinois (“Eligible Employees”) with paid time off (hereafter referred to as “PTO”) as follows:

- Eligible Employees will accrue 1 hour of PTO for every 40 hours worked at an Illinois job site, or 0.025 hours for every hour worked.
- The accrual period is from January 1st to December 31st of each calendar year.
- Eligible Employees must be employed by Source One Staffing for a minimum of 90 days to use any amount of PTO.
- Eligible Employees must be actively assigned and working for Source One Staffing at one of its Illinois client locations in order to use any amount of PTO.
- The maximum number of hours an Eligible Employee can accrue in a calendar year is 40 hours.
- A maximum amount of 80 hours can be carried over from year to year.
- At the beginning of the calendar year (January 1st), any amount of PTO over 80 hours will be forfeited.
- An Eligible Employee may only use a maximum of 40 hours of PTO during a single calendar year.
- Employee PTO accrual amounts are only available for use after an Eligible Employee’s pay has been processed, and the available amount of usable PTO is based on the total amount accrued and shown on the employee’s latest paystub at the time that the PTO is taken.
- An Eligible Employee may NOT use any PTO that the employee is not showing as having been accrued at the time the PTO is taken.
- An individual client may establish a date, or range of dates, that the client deems are “operationally necessary” in which an Eligible Employee is not eligible to use their available PTO.
- Source One Staffing reserves the right to refuse the use of PTO within the first 10 working days from the date of initial assignment due to it being operationally necessary for the client to train the employee.
- PTO must be used in a minimum of a 2-hour period and a maximum, in whole-hour increments, of an Eligible Employee’s normally scheduled shift time (without overtime) in 1 day or in one 24-hour period.
- PTO is not considered as “hours worked.” Eligible Employees will not accrue PTO while using PTO or, to the extent permitted by applicable law, while on any other type of leave of absence.
- PTO is paid in the amount of an Eligible Employee’s regular, per hour wage and cannot be used for overtime or used to calculate overtime hours.
- PTO may not be used as payment for normal breaks in shift or work such as, but not limited to: normal days off (weekends), normal split shifts, lunch breaks, etc.
- PTO cannot be used in addition to actual hours worked. If an Eligible Employee works the normally scheduled amount of time, it is considered a “delayed start” or “early start” and PTO will not be used in addition to their normally scheduled hours.
 - IE: if an Eligible Employee’s normal shift time is 8:30 AM to 5 PM and the employee delays their start until 10:30 AM but works to 7, the employee will only be paid 8 hours of regular time, and no PTO time will be paid.
- If PTO use is foreseeable, an Eligible Employee must provide notice to Source One Staffing, a minimum of 7 days prior to the first day of its use.
- If PTO usage is unforeseeable, an Eligible Employee must give Source One Staffing as much notice as possible by contacting our office and letting a staff member know you will need to use your PTO.
- Absent extraordinary circumstances, if an Eligible Employee notifies Source One Staffing of PTO use after the employee’s normal shift time start, the use of PTO is denied, and the employee is considered a “No Call / No Show” and will be subject to Source One Staffing’s disciplinary policy.

SOURCE ONE

STAFFING, INC.

- Upon employment separation from Source One Staffing, an Eligible Employee will not be paid the balance of any remaining available, but unused, PTO.
- After a separation of employment from Source One Staffing of more than 1 year (365 days) all remaining PTO will be forfeited.