1701: Paid Time Off

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Section: Benefits
Subject: Paid Time Off
Approved by: Tony Massey
Effective Date: 1 January 2022
Last Reviewed Date: 1 February 2026
Policy Owner: Director of Human Resources

Policy

Daily Compensation for Vacation, Holiday & PTO

1. Team Members paid on an hourly basis or salary receive vacation pay based on straight time or monthly salary.
2. Team Members paid on commission will be paid $105 per day for each authorized vacation, holiday, PTO and extended illness day taken.
    1. When the rate of pay per day added to the Production/Sales incentive earned exceeds the guarantee/draw, the Team Member will be paid the excess.
    2. When the rate of pay per day amount added to the Production/Sales incentive earned is less than the guarantee, the Team Member is paid guarantee/draw only.

Vacation Policy

Annual vacation benefits, with pay, are based upon length of service. Full-time Team Members become eligible for vacation pay as follows:

Length of Service in Years	Length of Vacation	Total Workdays
1 - 5	2 weeks	10

Length of Service in Years	Length of Vacation	Total Workdays
6	2 weeks + 1 day	11
7	2 weeks + 2 days	12
8	2 weeks + 3 days	13
9	2 weeks + 4 days	14
10	3 weeks	15
11	3 weeks + 1 day	16
12	3 weeks + 2 days	17
13	3 weeks + 3 days	18
14	3 weeks + 4 days	19
15	4 weeks	20

1. Vacations begin after your one-year anniversary, and after January 1 of succeeding calendar years.
2. Vacation may be taken only by eligible regular, full-time Team Members. Probationary, temporary and part-time Team Members may be given time off without pay at the discretion of the General Manager or Regional/Division Manager or Corporate Manager.
3. To be eligible for vacation with pay, a Team Member must qualify by working a minimum of 40 weeks, 200 workdays, during the previous calendar year (first 12 months of employment for new Team Members).
    1. **In the event a Team Member is unable to work a minimum of 40 weeks, 200 workdays, during the previous calendar year due to a Leave of Absence, vacation for the next year will be prorated to half of the vacation benefit according to length of service once 40 weeks, 200 work days, have been met in the current calendar year.
4. Vacation time is granted when convenient during the vacation year, considering both the wishes of the Team Member and efficient operation of the Company. If possible, vacations should be a minimum of (1) week’s duration. In certain circumstances, a two- or three-week vacation may be approved by the Regional/Division Manager, Corporate Management, and/or President.

5. If a holiday observed by the Company falls within the vacation period taken, holiday pay will be applied instead of vacation pay for that day.
6. It is the policy of the Company that Team Members take time off for vacation. Therefore, the Company will not pay in lieu of vacation therefore, unused vacation days cannot be carried forward into the next year.

For Example – Date of Employment 3/1/2020 and 11/15/2022

Employment Anniversary Date	**Vacation Days Earned**	**Period during which vacation must be taken**	**Vacation taken during period**	**Forfeited Vacation Days**
3/1/2021	10	3/1/2021 - 12/31/2021	10	---
3/1/2022	10	1/1/2022 - 12/31/2022	8	2
11/15/2023	10	11/15/2023 - 12/31/2013	10	*

*** For Team Members whose anniversary is within the last two months of the year, arrangements should be made with their manager as to whether any of their vacation may be taken earlier or carried forward to the next year.**

1. It is the responsibility of General Managers and Regional/Division Managers to prepare a vacation schedule early each year to include all the eligible Team Members within their respective areas of responsibility. This schedule should be submitted to the Regional/Division Manager or appropriate Director/Vice President, on/or before February 15th of each year. Team Member vacation schedule preferences should be based on Team Member seniority.
2. Team Members reinstated from military service become eligible for vacation as if they had been actively employed by the Company.

(Terminating Team Members must refer to Policy #346 “Layoff, Reemployment and Termination” for clarification on terminations and calculation of unused vacation pay).

Holiday Policy

The Company regularly observes seven (7) holidays per year. They are:

- New Year’s Day

- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

A Team Member must work both the last workday preceding and the first work day following a holiday in order to receive pay for the holiday, unless specifically excused prior to the absence by their Manager.

1. If a holiday observed by the Company falls within a vacation period, holiday pay is applied instead of vacation pay for that day.
2. If a holiday falls on Saturday, we will be closed on Friday. If a holiday falls on Sunday, we will be closed on Monday.

Massey Paid Time Off (PTO) Policy

Every regular, full-time Team Member who completed ninety (90) days of employment will be entitled to five (5) Paid Time Off (PTO) days per calendar year.

These PTO days may be used at the Team Member’s discretion, including but not limited to personal time, illness, medical appointments, or care of an immediate family member (spouse and/or child). This benefit is intended to provide flexibility and should not be abused.

PTO days:

- May not be accumulated or carried forward into the next calendar year.
- Will not be paid in lieu of PTO not taken.
- Must be pre-approved in accordance with scheduling and operational needs, except in cases of unplanned absences.
- Are available after ninety (90) days of employment and must be used within the calendar year in which they are granted.

Massey Services reserves the right to request appropriate documentation in cases of repeated or questionable absences.

Extended Illness

This benefit is offered to regular, full-time Team Members with a non-job-related injury or illness (job related injuries are covered under the State Worker's Compensation Program). Extended illness (over five (5) consecutive workdays) will be paid according to the "Team Member Length of Service Qualifications" Schedule outlined in this section. This illness must be substantiated by a completed Medical Certification (Certification of Health Care Provider Form). Massey Services may require a second and third medical opinion. This certification must include the date on which the serious health condition began; the probable duration of the condition; appropriate medical facts regarding the condition; and a statement that the team member is unable to perform their job functions. If the team member is released with restrictions that can be accommodated, this benefit will not be paid.

THIS BENEFIT WILL BE PAID WHILE ON AN APPROVED MEDICAL LEAVE, AFTER AVAILABLE PTO AND/OR VACATION HAS EXHAUSTED. AND WILL REDUCE THE 12 WEEK ENTITLEMENT UNDER THE FAMILY MEDICAL LEAVE ACT (FMLA), WHERE APPLICABLE.

(Refer to Policy 348: Leave of Absence Policy for Approval Process)

Extended Illness Pay

Team Member Length of Service Qualification

Number of Years	Benefit: hours pay
0 - 2	None
2 - 2½	40
2½ - 3	80
3 - 3½	160
3½ - 4	240
4 - 5	320
6 and up	480

All full-time Team Members accrue their extended illness pay, based upon longevity with the company, per the above schedule.

- The benefit may be used in minimum increments of 5 days or more up to the maximum allowable under this benefit. This benefit will be reduced by any unused vacation or PTO pay.
- After the benefit has been used to the maximum amount allowable, in any given 12 month period, Team Members will be required to work a minimum of 40 weeks before this benefit can start over.

Attendance Calendar

Timely and regular attendance is an expectation of performance for all team members. If you manage a team member you are responsible to monitor their attendance. The attendance calendar is the method to track team members attendance and it’s to be used to track every team member absence or tardiness according to the reason code identified on the calendar.

This information is a critical part of your team member recordkeeping requirements. You as a manager are to keep track and send to Human Resources any employee instructions applicable to a team members attendance.

*Refer to Policy #342 Absenteeism & Tardiness

Special Note: The Company offers an optional Short-Term Disability (STD) and Long-Term Disability (LTD) insurance plan to provide additional protection against a disabling illness or non-occupational accident should a Team Member elect to participate. Refer to our Company Benefits Brochure or check with the Benefits Department for more information.

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