



## Time Off Policy: Paid Time Off (PTO) Use & Unpaid

### **PURPOSE:**

MFSR (Midwest Family Ski Resorts) recognizes that employees have diverse needs for time off from work and, as such, MFSR has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, appointments, emergencies, or other situations that require time off from work.

### **SCOPE:**

There are three categories of eligibility, they are as follows:

**Full-Time Year-Round Hourly Employees:** These are employees hired for a specific role that is required year-round with full-time hours and paid at an hourly rate.

**Full-Time Year-Round Salaried Employees:** These are employees hired for a specific role that is required year-round with full-time hours and paid an annual salary basis.

**Seasonal Full-Time Year-Round:** These are employees who move from a seasonal ski season role to a seasonal off-season role. These roles are not guaranteed every year as with a full-time year-round role.

**Seasonal Managers:** These employees are management level roles during a specific season that is not year-round.

### **POLICY:**

#### **Maximum Hours Limit:**

Employees may not use PTO to increase their hours beyond 40 per week. For example, if the employee works 39 hours, the maximum PTO that can be taken during that week is 1 hour. Employee(s) may only use PTO that is accrued at the time of use provided that, in extraordinary circumstances, the General Manager, may approve the use of PTO that has not yet been accrued.

#### **Minimum Use:**

##### **Hourly Employees**

Employees who are paid on an hourly basis and work fewer than 40 hours (rounded to the nearest whole hour) during any week may choose to bring their hour up to 40 within the week using PTO or take them as unpaid. The employee must submit a PTO request prior to the end of the day on the last Saturday of the pay period it would be applied to. If no request is submitted then it will be assumed the employee wishes to take the time not worked as unpaid.

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**\*\*NOTE:** This does not mean employees may take time off without submitting a request. This is meant for times when hours are slightly short. If you wish to take actual time off whether paid or unpaid a request must be submitted at least two weeks in advance.

## **Salaried Employees**

Employees who are paid on a salary basis will be required to use PTO hours for every hour worked less than 72 per pay period. For example, if the employee works 70 hours during any pay period, the employee will need to use 2 hours of PTO.

**\*\*NOTE:** In extenuating circumstances ownership may allow an employee to become negative in their PTO if the negative amount can be made up by their overall accrual prior to Nov. 1st. This is not guaranteed and the employees should anticipate taking approved time off unpaid if they have not accrue enough PTO to cover their timeoff.

## **Preferred Time for Use of PTO:**

Due to the seasonality of our business, employees are encouraged to use their PTO when operational and project demands are less intensive. Using PTO benefits during the year will be considered on a case by case basis for approval. It is recommended that employees request and obtain approval prior to scheduling vacations for PTO.

## **Approval of PTO:**

All time off requests (whether paid or unpaid) must be submitted through the PTO request link at least two weeks in advance of the start date. These requests will go through an approval process that requires approval from the employee's direct Manager as well as the Human Resources and are subject to team and departmental needs. Time off approvals are never guaranteed and it is recommended that requests be submitted as far in advance as possible.

## **Carryover Of PTO:**

Employees are expected to use all their PTO during the year in which it is awarded, subject to the maximum carryover of 80 hours on November 1st of each year. Any amount exceeding 80 hours will be forfeit.

## **Payment Upon Termination/Resignation:**

Employees who fall under the groups of Full-Time Year-Round and Seasonal Full-Time Year-Round will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used.

Employees who fall under the group of Seasonal Managers will not be paid out upon resignation, separation or retirement for all PTO hours accumulated but not used.

## **RESPONSIBILITY:**

### **Human Resources:**

- Responsible for working with management on approving PTO request.
- Will mark staff in WIW as unavailable for the dates PTO has been approved for.
- Will communicate with accounting the approved PTO amounts for payroll.

**Accounting:** Applying the approved PTO to the necessary pay period.

### **Employee:**

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- Properly requesting time off and use of their PTO through the PTO request form and, if a manager, communicate to their team when they will be gone and updating their calendar.
- Communicating with Human Resources if any changes such as the need to cancel their PTO request.
- Budgeting and monitoring the employees own use of PTO. If the employee has an excess of 80 hours come November 1st they will forfeit any excess PTO above 80 hours. Available PTO is listed on the employees pay stub for reference and the employee may request PTO level information at any time. It is no one but the employees responsibility to ensure PTO is used to the employees best benefit.