E. TIME OFF

PAID TIME OFF (PTO)

Paid time off (PTO) is a system of providing vacation time, personal and sick leave for eligible employees. This system is more flexible than separate vacation, personal and sick leave time because you can decide for yourself how many of your paid days off you will use for vacation and how many days you will need to save in case you become ill.

All full-time employees are eligible for PTO. Part-time employees are eligible on a pro-rated basis. You earn PTO from the beginning of your employment with CNE; however, you cannot utilize PTO until you have completed your first ninety (90) days of employment. PTO is earned as follows:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 years</td>
<td>15 Days</td>
</tr>
<tr>
<td>5-10 years</td>
<td>20 Days</td>
</tr>
<tr>
<td>10+ years</td>
<td>25 Days</td>
</tr>
</tbody>
</table>

PTO for more than a period of two weeks will only be granted in extenuating circumstances (e.g. marriage, birth or adoption of a child). CNE retains the right to deny PTO leave requests; however, every effort will be made to comply with an employee’s requested leave dates, as business and scheduling demands permit.

Each employee is encouraged to use the PTO leave to which he/she is entitled. At the end of the calendar year, each employee may opt to carry over up to five days unused PTO. All other PTO will be forfeited at the end of the calendar year. Upon separation of employment for any reason, unused PTO is forfeited.

- An employee’s entire PTO allotment, although not yet earned/accrued, is available for use at the beginning of each calendar year.
- Employees are requested to advise their manager of their preference for planned time off (vacations) as far in advance as possible. Foreseeable PTO requests must be submitted and approved at least thirty (30) days in advance, especially when the request is for three (3) or more days away from the office.
- If PTO is due to personal illness of three (3) consecutive days or more, employees may be asked to submit a health care provider’s statement releasing the employee to resume regular work activities.
- Use of PTO hours is not required for time away from work for jury duty, military leave, or bereavement leave.
- In instances of unscheduled absence from work, employees must notify CNE as soon as possible prior to the start of the workday.
- For non-exempt employees, PTO will not be considered as hours worked for overtime calculation purposes.

Flex Time

From time to time, in service of our mission (e.g. special event, completion of a project, engagement with a stakeholder), our employees may occasionally need to work extra hours. When this happens, all Exempt employees are encouraged to take corresponding hours off within the next four weeks with the approval of their manager and as their work schedule and obligations permit.