

Paid Time Off, Unpaid Time Off, Work from Home and Holiday Policy

Full-time employees become eligible for and begin to accrue annual paid time off (PTO) and Work from Home hours the day they start employment with Clarity Enrollment Solutions. Eligible full-time employees accrue 11 hours of paid time off (PTO) per month with an increase in year 4, as follows:

Length of Employment	Paid time off (PTO) Accrued During the Year
Day 1 through Year 3	132 Hours (11 hours per month)
Year 4 and thereafter	160 Hours (13.33 hours per month)

Paid time off (PTO) time must be used within the year it is granted. In other words, paid time off (PTO) time may not be “carried over” or accumulated from year to year. Each eligible employee, on his or her anniversary date, begins to accrue paid time off (PTO) time at the rate outlined above and loses any unused paid time off (PTO) time that was accrued during the employee’s prior year of employment. Upon termination of employment with the Clarity Enrollment Solutions, whether voluntary or involuntary, all unused paid time off (PTO) time will be forfeited and will not be paid out.

Each full day of paid time off (PTO) will be counted as eight hours. Paid time off (PTO) time may be taken in increments as small as two hours. However, paid time off (PTO) time may not be used to compensate employees for tardiness or unexcused absences.

Whenever possible, paid time off (PTO) time must be scheduled at least two weeks in advance. All paid time off (PTO) requests must be submitted online via the company’s benefits website. The use and duration of paid time off (PTO) is subject to supervisory approval via e-mail and if approved, the date as well as the length of paid time off (PTO) must be added by the employee to their Outlook calendar. Clarity Enrollment Solutions will make every effort to accommodate requests to schedule paid time off (PTO) time but reserves the right to prioritize requests based on business needs, the seniority of the employees requesting paid time off (PTO) time, the amount of advance notice given by the employee of the desire for paid time off (PTO) time, and the reason for the paid time off (PTO) time.

In addition to paid time off (PTO), full-time employees will not be required to work on the following paid holidays: New Year’s Day, Memorial Day, Easter, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year’s Eve.

Eligible full-time office employees accrue 12 Work from Home hours on the first day of each quarter. The accrued Work from Home hours are available for use starting on the first day of each quarter based on the schedule shown below:

1st Day of Each Quarter	Work from Home Hours Accrued
January 1st	12 Hours
April 1st	12 Hours
July 1 st	12 Hours
October 1st	12 Hours

Work from Home hours must be used within the year they are granted. In other words, Work from Home hours may not be “carried over” or accumulated from year to year.

Each full Work from Home day will be counted as eight hours. Work from Home hours may either be taken in either 4 or 8 hour increments.

Whenever possible, Work from Home hours must be scheduled at least two weeks in advance. All Work from Home requests must be submitted online via the company’s benefits website. The use and duration of Work from Home hours is subject to supervisory approval via e-mail and if approved, the date as well as the length of Work from Home hours must be added by the employee to their Outlook calendar. Clarity Enrollment Solutions will make every effort to accommodate requests to schedule Work from Home hours but reserves the right to prioritize requests based on business needs, the seniority of the employees requesting Work from Home hours and the amount of advance notice given by the employee of the desire for Work from Home hours.

Eligible full-time employees may be granted up to a maximum of 40 hours of Unpaid Time Off each year. These hours will only be granted in rare situations and should not be considered part of your annual time off schedule. All Unpaid Time Off requests must be submitted online via the company’s benefits website. The use and duration of Unpaid Time Off is subject to supervisory approval via e-mail and if approved, the date as well as the length of Unpaid Time Off hours must be added by the employee to their Outlook calendar.

In order for the Paid Time Off, Unpaid Time Off and Work from Home hours to be implemented and tracked, each employees’ core hours and lunch duration must be established below. We need to know what time you will start your workday, what time you will end your workday and how long you would like for lunch. Workday start times cannot be earlier than 7:00 AM or later than 8:30 AM but must be at least eight hours long, not including the time taken for lunch.

Workday Start Time: _____

Workday End Time: _____

Lunch Duration: _____

If you are absent from work at any point during the year for more time than what is provided in the above agreement, this can be considered grounds for termination. By signing below, you acknowledge receipt and understanding of the above policy.

Employee Signature

Date