

PTO POLICY

5.20 PTO

IRI believes that its employees are the key to what makes a great company. Although work makes up a large portion of an employee's life, we think that a balance between work and nonwork activities are essential to maintaining quality performance and a positive work environment. Employees are encouraged to use their Paid Time Off (PTO) and to support this philosophy, the company has established the following PTO policy which combines vacation, personal and sick leave into one benefit:

Anniversary of Hire Date	Paid Time Off (PTO) Days
Year 1	10 days PTO (eligible after 90 days full-time employment)
Years 2 through 9	15 days PTO
Years 10 through 14	20 days PTO
Years 15+	25 days PTO

PTO will be with pay for non-exempt and salaried exempt personnel, and without pay for exempt, commission personnel. Non-exempt personnel PTO will be put in the employee's bank on the employee's anniversary of their date of hire each year. PTO cannot be rolled over and any unused PTO time will not be paid if not used.

If an employee (non-exempt personnel only) makes a written request at least two weeks before the start of that employee's scheduled PTO, the employee can receive payment for PTO on their last day worked prior to the start of their PTO.

Unused accrued PTO is paid upon voluntary/involuntary termination.

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