



EXPLANATION OF PAID TIME OFF (PTO)

As an exempt employee of FootBridge, you will accrue Paid Time Off (PTO) during your contract assignment up to a maximum of 5 days, (40 hours) per year. PTO may be used for sick, holiday, or personal time off. PTO will be utilized to supplement Work Weeks where you have worked less than the 35-hour salary guarantee. PTO will be applied to the level of your minimum salary guarantee. A Work Week is defined as any week in which you have performed work on the assignment. If no work is performed in a week it will be considered a Vacation Week and PTO shall not be applied or paid. PTO will be tracked throughout the duration of the contract and will be trued up at the end of the contract. Any remaining positive balance will be paid to you at the completion of the contract. At the discretion of FootBridge, abuse of the PTO policy can lead to disciplinary actions up to and including termination of employment. Your PTO accrual balance can be obtained at any time by contacting your recruiter or the accounting/payroll department.