

Georgia, Florida, Minnesota, North Carolina, South Carolina, Texas, Utah, and Virginia
Assistant Clinic Manager (FOH) Hourly Team Members Paid Time Off (PTO) – Effective January 1, 2022

Atticus Franchise Group believes that our Teams are the key to what makes us **Special, Meaningful, and Unique**. With our company values in mind, the company has designed a Paid Time Off (PTO) plan that incorporates vacation, personal time, and sick time into one easy to manage program.

Eligibility

The following positions are eligible for PTO, except those who are temporary, seasonal, and on-call:

- Assistant Clinic Manager (FOH)

Reasons for Leave

Eligible team members are not required to provide a reason for taking PTO.

Accrual and Usage

The minimum increment of PTO that you may take at one time is one hour. For the purpose of this policy, the leave year is the calendar year.

PTO will be used in circumstances of team member absences that have exhausted the team member’s available PTO. Once the PTO bank has been exhausted, PTO hours will be used to account for time missed. The PTO bank may go into a negative balance no more than 8 hours. In the case of a negative balance, any PTO taken beyond the 8 hours will be unpaid leave until the leave balance has been brought out of the negative

Length of Service	Hours of PTO Accrued per Hours Worked	Max Accrual Per Year
0-36 months	0.0193 hours	40 hours
>36 months	0.0385 hours	80 hours
>60 months	0.0577 hours	120 hours

Carryover

You may carry over unused accrued PTO up to your max accrued hours per year based on your length of service to the following leave year; however, you may still only use up to the max accrual per year based on your length of service.

Compensation

You will be compensated for PTO at the same rate of pay you are receiving when PTO is taken. Team members may use accrued PTO on company holidays that result in closure of the business.

Notice

If you would like to take PTO, provide notice of your need for PTO at least 2 weeks in advance. You will not be required to provide a reason for the PTO or find a replacement worker as a condition for using PTO. Requests are limited to two (2) consecutive weeks at any given time. Any considerations for an exception must be made in writing to your Vice President and the Brand President.

Transfers

If you transfer to another division, entity, or location, you are entitled to all previously unused PTO and may use it as described in this policy.

Payment Upon Termination

You will not be paid for unused accrued PTO when your employment ends.

Reinstatement of Leave Upon Rehire

If you are rehired by the company within 90 days of separation, any previously unused PTO hours will be reinstated, provided the separation was not voluntary.

Retaliation

The company will not retaliate against the team member who request or take PTO in accordance with this policy.