



JEM Wellness Brands Paid Time Off (PTO) Policy- Management CA

JEM Wellness provides a Paid Time Off (PTO) plan that incorporates vacation and personal time in one easy to manage program.

Eligibility

All regular full-time salaried managers.

Reasons for Leave

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

Accrual and Usage

New Managers begin accruing PTO at time of hire and it is accrued at the rate of 2.1538 hours per pay period or 56 hours per year. Managers can begin using PTO on their 91st day of employment with JEM Wellness Brands and may only use up to (56) hours of PTO per calendar year.

Carryover

Any earned and unused PTO can be carried over from year to year until the maximum accrual of 56 hours is reached. Once an accrual balance reaches 56 hours, further accruals will cease and will not begin again until the balance falls below 56 hours.

Compensation

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

Notice

Managers should submit their PTO request, in writing, at least 30 days in advance, for approval from their Superior. Requests will be reviewed based on a number of factors, to include business needs and staffing requirements. In the event of an emergency and you would like to use your available PTO, the requests must be submitted no later than 7 days after the absence has occurred. Any requests submitted after will be denied and you will be charged with Leave Without Pay (LWOP).

Transfers

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

Payment Upon Termination

You will be paid for unused accrued PTO when your employment ends.

Retaliation

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