

## Paid Time-Off (PTO) Program

This information applies to the Dallas-based newspaper companies and Corporate.

**1. Does PTO apply to full-time employees only?**

All regular, full-time employees are eligible for PTO upon hire or transfer into a regular full-time benefit-eligible position. Regular, part-time employees are also eligible but will accrue PTO time at a different rate. Temporary employees, whether full-time or part-time, are not eligible to accrue PTO.

**2. How and when does PTO accrue?**

PTO hours accrue based on the number of hours that an employee is normally scheduled to work (excluding overtime and unpaid leave of absences) PTO time will accrue on the 1<sup>st</sup> and 15<sup>th</sup> of each month for a total of 24 accruals in the calendar year.

**3. What is the PTO accrual rate?**

PTO time will accrue on the 1<sup>st</sup> and 15<sup>th</sup> of each month (24 accruals):

Length of Service	Full-time Employees' Bi-Monthly PTO Accrual Rate <sup>1</sup>	Full-time Employees' Annual PTO Accrual <sup>2</sup>	Part-time Employees' Bi-Monthly PTO Accrual <sup>1</sup>	Part-Time Employees' Annual PTO Accrual <sup>3</sup>
1 <sup>st</sup> Calendar Year	6 hours (accrue .075 per hour)	Prorated	1.67 hours (accrue .0417 per hour)	Prorated
1 <sup>st</sup> January 1	6 hours (accrue .075 per hour)	18 days (144 hours)	1.67 hours (accrue .0417 per hour)	10 days (40 hours)
3 <sup>rd</sup> January 1	6.67 hours (accrue .0834 per hour)	20 days (160 hours)	2 hours (accrue .05 per hour)	12 days (48 hours)
5 <sup>th</sup> January 1	8.33 hours (accrue .1042 per hour)	25 days (200 hours)	2.5 hours (accrue .0625 per hour)	15 days (60 hours)
10 <sup>th</sup> January 1	10 hours (accrue .125 per hour)	30 days (240 hours)	3.34 hours (accrue .0835 per hour)	20 days (80 hours)

<sup>1</sup> PTO accrual is based upon employees' regular work schedules; the accrual does not include time worked as overtime or unpaid leave of absences.

**4. May I use more PTO hours than I've accrued?**

Employees may borrow up to **40 hours** of PTO subject to management discretion. However, borrowed hours and hours already accrued may not exceed an employee's maximum PTO accrual eligibility for the calendar year.

**5. May I carry over unused PTO from one year to the next?**

For those unable to use all accrued PTO during the calendar year, a maximum of 40 hours of PTO may be carried over to the next calendar year. Carryover PTO must be used by March 31 of the next calendar year or the hours will be forfeited.

**6. What happens to my PTO time if I leave the company, whether voluntarily or involuntarily, before I have used the time that I have accrued?**

Employees will be paid the balance of any accrued, but unused PTO, at the time of termination of their employment. The amount of PTO hours that borrowed, but not yet accrued, will be deducted from the final paycheck. If there are not sufficient funds available in the final paycheck to cover that amount (along with other obligated deductions), the employee will be responsible for reimbursing the company for any additional amount due.

**7. Will the same accrual process be used for both exempt and non-exempt employees?**

Yes, the accrual process will be the same for both exempt and non-exempt employees.

For timekeeping purposes, non-exempt employees may take PTO time in increments as low as one hour. Exempt employees will be tracked in daily increments only in accordance with their daily scheduled hours. The only exception to this would be if the exempt employee uses PTO time to make up the difference between 60% and 100% of their pay while on Short Term Disability.

**8. How does PTO affect employees with compressed work schedules? I work a ten hour shift four days a week. Will the PTO plan be a daily or an hourly time bank?**

PTO time should be recorded in hours according to the employee's regular work schedule. Example: If an employee's work schedule is ten hours each day, four days each week, a day of PTO is recorded as 10 hours.

**9. How does PTO impact overtime calculations?**

PTO is not counted as time worked and therefore is not considered for purposes of calculating overtime. The company fixed holidays also are not considered for purposes of calculating overtime.

**10. If PTO is to be used at the employee's discretion, must it be scheduled in advance?**

Workday allows an employee to choose scheduled or unscheduled PTO depending on circumstances. PTO should be scheduled in advance, per department requirements, whenever possible. Certain circumstances, such as sudden illness, should be recorded as unscheduled PTO. Employees must notify their supervisor as soon as possible of the need to take unscheduled PTO and in accordance with individual department attendance guidelines.

**11. If an employee is on approved FMLA and/or they are being paid Short Term Disability benefits, will they earn PTO while on FMLA?**

An employee will continue to accrue PTO hours while on approved FMLA or while receiving short term disability benefits. They will not accrue PTO time for any unpaid leave of absence.

**12. What happens to my pay if I've used all available PTO time and then become ill prior to earning additional time?**

For any short-term illnesses (five days/forty hours or less), if the employee does not have PTO time available, they could borrow PTO time (if they have not already exhausted his or her annual allotment); otherwise, the employee will not be paid for the days that they are not at work. For extended illness (more than five days/forty hours), employees would be eligible for Short Term Disability benefits. Details of the Short Term Disability benefits are outlined in Question 15.

**13. How does the company administer absences due to illness or injury and FMLA?**

Any absence exceeding five days related to an injury or illness must be managed through Liberty Mutual and a certification from an attending physician will be required. FMLA time will be coordinated with PTO and Short Term Disability if applicable. You may obtain more information regarding Lincoln Financial's administration of FMLA on the DallasNews Corporation Intranet under Quick Links / Health and Welfare Benefits.

**14. How does PTO affect a need for time off due to a lengthy illness?**

Regular, full-time employees are eligible for Short Term Disability (STD). Part-time and temporary employees are not eligible for STD.

Time off for a lengthy illness is recorded and paid by a combination of using PTO and Short Term Disability (STD). Employees will be required to use PTO for the first 40 hours of an extended illness. Short Term Disability will then provide for salary continuation for the 2<sup>nd</sup> through the 26<sup>th</sup> week of an extended illness. In the first calendar year of employment, the maximum Short Term Disability payment is limited to 30 days (240 hours). Payment eligibility for STD benefits and return to work programs will be managed by medically trained disability management specialists through Lincoln Financial. STD will be paid in accordance with the schedule below:

<b>Length of Service</b>	<b>1<sup>st</sup> Week Paid under PTO</b>	<b>Number of Days/Hours Paid at 100%</b>	<b>Number of Days/Hours Paid at 60%</b>
1 <sup>st</sup> Calendar Year	5 days (as available)	10 days (80 hours)	20 days (160 hours)
1 <sup>st</sup> January 1	5 days (40 hours)	15 days (120 hours)	110 days (880 hours)
3 <sup>rd</sup> January 1	5 days (40 hours)	25 days (200 hours)	100 days (800 hours)
5 <sup>th</sup> January 1	5 days (40 hours)	45 days (360 hours)	80 days (640 hours)
10 <sup>th</sup> January 1	5 days (40 hours)	75 days (600 hours)	50 days (400 hours)
15 <sup>th</sup> January 1	5 days (40 hours)	125 days (1000 hours)	0

Example is based on 40 hours per week. Hours available are prorated if scheduled hours are less than 40 per week.

Employees may use any available PTO time to cover the difference between 60% and 100% of their pay while on Short Term Disability. After 26 weeks of Short Term Disability, eligible employees may apply for Long Term Disability benefits which will be managed by Liberty Mutual.

**15. Does Holidays, Jury Duty, Bereavement, Witness Duty, Voting or Military Leave fall within PTO?**

No, these are treated separately, outside of the PTO plan and in accordance with the current policies.

**16. What is the holiday schedule?**

These holidays are New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day. If a holiday falls on a Saturday, it is typically observed on Friday. If a holiday falls on a Sunday, it is typically observed on Monday.