



Paid Time Off (PTO) Policy – FSS Consultants on Engagement

Advanced Group recognizes the importance of taking time away from work – maintaining balance in your life can reduce stress, promote positive mental health, and increase productivity. The purpose of the Paid Time Off (PTO) Program is to provide employees the opportunity to take time away from work without loss of compensation and to use PTO for whatever purpose necessary.

You will accumulate a specified amount of PTO each pay period worked. It is up to you to allocate how you will use it – for vacation, illness, caring for family, school activities, medical/dental appointments, leave, personal business, or emergencies. The Company may require you to use any accrued PTO during disability, family medical leave, or any other leave of absence in accordance with your local employment law jurisdiction.

PTO Accrual:

Employees begin their assignment with a zero (0) PTO balance and begin accruing on their first day of employment. The accrual rate is associated with the employee’s years of service as outlined in the chart below:

Each Consultant on Engagement (CoE) will start with a 15-day accrual plan. Each year on the anniversary date of hire, the consultant will receive one additional day of PTO in their accrual plan, increasing the amount they accrue per hour until they reach the maximum accrual rate on their 5-year anniversary.			
Years of Service	Accrual Rate (per hour worked*)	Max Annual Accrual (days)	Threshold Cap (hours)
Start date through 1-year anniversary	0.06123	15	180
Starting at 1-year anniversary	0.06558	16	192
Starting at 2-year anniversary	0.06996	17	204
Starting at 3-year anniversary	0.07438	18	216
Starting at 4-year anniversary	0.07884	19	228
Starting at 5-year anniversary	0.08333	20	240

*PTO accrues based on regular hours worked and holiday hours (when applicable to the employee)

PTO is accrued as you work and while you are on active status. Employees will not accrue PTO while on inactive status, including personal, disability, or FMLA, unless required by applicable law. For Consultants on Engagement who are offered holiday pay, PTO does accrue on paid holidays to reach the required accrual. If a holiday falls while an employee is on PTO, that day will be considered a paid holiday, not a PTO day. For hourly non-exempt employees on assignment with a client not offering holiday time, this does not apply.

PTO Rollover:

Accrued hours go into an account. Employees can carry over a maximum of 40 hours of unused PTO into a new calendar year of service. PTO time will be capped annually per the above table. If an employee hits the



maximum threshold, they will stop accruing PTO until they take sufficient PTO to fall below the cap. The threshold cap is equal to 1.5 times the maximum accrual amount). Exemptions are made to the carry-over maximums for employees working in states or localities with rollover restrictions that are governed by state or local law (for example California, Colorado, Montana, Nebraska, Philadelphia, PA, and Seattle, WA).

Termination:

You will be paid for all accrued but unused PTO when you leave the Company. Accrued Paid Time Off (PTO) will be paid in the last paycheck unless otherwise mandated by state law.

Management of PTO:

You are responsible for managing your PTO account. It is important that you plan on how you will use it. This means developing a plan for taking your vacations while leaving an appropriate amount of time for appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

Minimum Increments of PTO:

Exempt employees must take PTO in 4-hour or greater increments not to exceed 8 hours per day. Hourly employees may take PTO in half-hour increments not to exceed 8 hours per day.

Notice, Scheduling, and Reporting:

You are required to provide your Advanced Clinical manager via email with reasonable advance notice, which generally equals two weeks' notice, and obtain their written approval before taking PTO. This allows you and your manager to prepare for your time off and ensure that all staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify your manager in advance. In those situations, you must inform your manager of your circumstances as soon as possible, but no later than the morning of your absence.

Logging PTO on the eRecruit Timesheet:

PTO hours should be logged onto your eRecruit timesheet by selecting the appropriate rate and project or study codes. Within each day that PTO is taken, you should enter the following information:

- **Rate Type:** PTO
- **Project or Study Code (if applicable):** PTO
- **Task Code (if applicable):** PTO
- **Number of Hours:** [use the numerical amount of PTO hours used on that day]

Unpaid Time Off:

Unpaid time off is handled on an individual basis. Should you need additional time off beyond what you have in your available PTO balance, you may discuss this with your Advanced Clinical manager. If approved, the additional time off will be considered unpaid time off. If additional time off is needed for a medical reason, the employee will work with the Advanced Group Benefits team on any entitlements.

Deductions from Pay of Exempt Employees

Employees who are exempt from overtime pay requirements are entitled to receive a fixed, predetermined amount of compensation every week. This salary is not subject to reduction because of variations in the quality or quantity of the employees' work.

There are, however, certain instances in which salary deductions may be taken, as expressly permitted by law. This policy describes the types of deductions that are permitted, and those which are prohibited, and establishes the procedure you must follow in the event you discover a deduction from your salary that you believe was improperly taken. If, at any time, you have any questions concerning this policy, please contact your Advanced Clinical Manager.

As a general rule, exempt employees will not be paid for any workweek in which they perform no work at all; however, employees may **take available paid time off in lieu of work to continue to receive compensation** for such periods.

Advanced Group limits deductions from exempt employees' pay to the following instances:

- Deductions that are required by law, e.g., income taxes
- Deductions for employee benefits when authorized by the employee
- Absence from work for one or more full days for personal reasons other than sickness or disability
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness
- Deductions for violations of major safety rules
- Offset for amounts received as witness or jury fees, or for military pay
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions; or
- Time not worked during the first and last week of an employee's employment with the Company or Deductions proportionate to the amount of time off taken as leave under FMLA

Exempt employees who believe that an improper deduction has been taken from their pay must immediately report the deduction to their Advanced Clinical Manager. The report will be promptly investigated and if it is found that an improper deduction has been made, the Company will reimburse the employee for the improper deduction.

Signature

Date