



celarity

Creating Happy Careers

PTO Policy for Employees

Purpose of Paid Time Off (PTO)

We provide Paid Time Off (PTO) to our contract employees to promote work life balance. It can be used when a client's offices are closed due to holidays or for other times an employee is unable to work.

Guidelines for PTO Use

PTO begins accruing at the beginning of an assignment and can be used after 30 days on an assignment.

Full time employees (those who average 30 hours or more per week), PTO will accrue at the rate of 1 hours for every 30 hours worked.

PTO balances can be viewed in the employer portal.

PTO can only be used during an assignment and has no cash payout after an assignment has ended. Unused PTO will be banked for use during future assignments. 80 hours is the maximum number of hours that can be banked. Banked hours expire within 1 year if not used on a future assignment. As it is vital that our work is properly handed off to the client at the completion of a project, PTO may not be used during the last 2 weeks of an assignment. Exceptions can be made for federal holidays if the request is submitted to the Celarity HR Manager.

If an employee wishes to request time off from an assignment, they must clear the time off with their onsite client supervisor. To use PTO for this time off, whenever practical, an employee must notify Celarity's payroll administrator via email no later than 10:00 a.m. Monday morning of the week following the use of PTO or enter it in the employer self service portal.

NOTE: Celarity employees working for certain client employers may not be eligible for Celarity's PTO plan. However, Celarity will comply with all applicable federal, state, local and municipal laws. Celarity's PTO Plan is subject to changes or modifications by Celarity management at any time.

Bereavement Policy: We understand the importance of taking time to grieve when there is a loss in your family. Where bereavement leave is not legally required, Celarity provides 8 hours of bereavement leave.