

**CORE TECHNOLOGY SOLUTIONS, INC.
PAID TIME-OFF (PTO) POLICY**

- Effective January 1, 2013, a consultant will earn .8 hours of Paid Time Off for every 40 hours billed.
- Paid Time-Off may be taken for a number of reasons including vacation, sick time, or holiday.
- Four hours is the minimum PTO hours allowed per day.
- Eight hours is the maximum PTO hours allowed per day.
- Paid Time Off will be paid at regular pay rate. This excludes per diem.
- Unused PTO hours will not be rolled over to the next year. It will be converted to cash at the end of the year.
- Unused PTO will be converted to cash for Voluntary Terminations or Involuntary Terminations-No Fault as in the case of a lay-off.
- Unused PTO will NOT be converted to cash for Involuntary Terminations-With Cause .
- Voluntary terminations require employees to turn in a two (2) week advance notice. The resigning employee is required to work during this 2-week period in order to qualify for the cash conversion of the unused PTO.
- Consultants will receive regular notification of accumulated PTO hours earned. .
- Consultants must check with Payroll at least a week in advance prior to use of PTO, unless it is taken for emergency reasons.
- “Borrowing PTO” against future billed hours will not be allowed.

I have received, read, and fully understand Core Technology Solutions, Inc. PTO Policy. I hereby agree to abide by this policy.

Print Full Name: _____

Sign: _____ Date: _____