



PAID TIME OFF (PTO) POLICY

Full-time and part-time Team Members shall be entitled to paid time off based on length of service, as outlined below. Whenever possible, PTO will be granted according to the Team Member's preference, provided this does not interfere with the orderly operation of business.

PTO hours are accrued on a weekly basis per pay period. PTO may be used for any purpose, including sick leave covered under the Colorado Healthy Families and Workplaces Act ("HFWA") and vacation or personal days, in accordance with this Policy. Unless in cases of emergency or illness, no more than ten (10) days should be taken together. New Team Members are eligible to take this time immediately upon hire. At no point in time is the Team Member allowed to take PTO in excess of the time accrued. PTO cannot be transferred from one Team Member to another. PTO time is paid at the Team Member's regular rate of pay.

ASM Global reserves the right to change, modify, or cancel this policy at any time, without notice, at its sole discretion.

Full-Time PTO Accrual

PTO accrual for full-time Team Members is based upon the following schedule:

- Hire date until the fifth-year anniversary date, a full-time Team Member earns (3.385) PTO hours for each full week worked. The maximum accrual during the first five (5) years of employment is one hundred seventy-six (176) hours per year.
- The fifth-year anniversary date until the tenth-year anniversary date, a full-time Team Member earns (4.154) PTO hours for each full week worked, for a maximum accrual of two hundred sixteen (216) hours per year.
- The tenth-year anniversary date until the fifteenth-year anniversary date, a full-time Team Member earns (4.924) PTO hours for each full week worked, for a maximum accrual of two hundred and fifty-six (256) hours per year.
- The fifteenth-year anniversary date until the twentieth-year anniversary date, a full-time Team Member earns (5.693) PTO hours for each full week worked, for a maximum accrual of two hundred and ninety-six (296) hours per year.
- The twentieth-year anniversary date and beyond, a full-time Team Member earns (6.462) PTO hours for each full week worked, for a maximum accrual of three hundred thirty-six (336) hours per year.

Part-Time PTO Accrual

- Throughout their employment, a part-time Team Member earns one (1) PTO hour for every thirty (30) hours worked. The maximum accrual annually is seventy-two (72) hours or nine (9) days.



Carryover of Accrued PTO

Accrual carryover, from one calendar year to the next, is limited to the number of hours earned during the prior year. For example, if a Team Member earns one hundred seventy-six (176) hours of PTO time during a year, he/she can only carryover one hundred seventy-six (176) hours into the following year.

When the unused, accumulated PTO hours exceeds the maximum allowable number of hours that can be carried over in a year, the Team Member will be paid out the PTO that is in excess of the maximum allowable carryover. Employees may carry up to a maximum of 48 hours of accrued but unused PTO for the use of sick leave for HFWA qualified needs to the subsequent year.

Transfer of Accrued PTO

If a Team Member transfers within the company, the maximum number of hours a Team Member can transfer is limited to the number of hours earned during the prior year. Any unused, accrued PTO that is not eligible to be transferred will be paid out.

Using PTO for Paid Sick Leave for HFWA Qualified Needs or Other Sick Leave that is Not Covered by HFWA

Team Members may use up to 48 hours per year of accrued PTO for sick leave covered under HFWA. Paid Sick Leave qualifies for HFWA related leave under any of the following circumstances:

- If the Team Member is unable to report to work due to their own physical or mental health condition.
- If the Team member is obtaining preventative medical care (including vaccination) or a medical diagnosis, care, or treatment for a mental or physical illness, injury, or health condition.
- If the Team Member is caring for a family member who has a physical or mental illness, injury, or health condition, who needs to obtain preventative medical care (including vaccination), or who needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition.
- If the Team Member or the Team Member's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of the leave is to: seek medical attention; obtain services from a victim services organization; obtain mental health or other counseling; seek relocation; or seek legal services.
- When, during a public health emergency, a public official has closed the Team Member's workplace or the school or place of care of the Team Member's child and the Team Member needs to be absent from work to care for the Team Member's child.
- If the Team Member requires bereavement or has financial or legal obligations after the death of a family member.
- When, due to inclement weather, power loss, heat loss, water loss, or other unexpected event, the Team Member must evacuate their residence or care for a family member whose school or place of care was closed.

PTO hours used for sick leave may be used in minimum increments of one (1) hour.

When the use of Paid Sick Leave for HFWA qualifying reasons is foreseeable, the Team Member is required to contact their Supervisor or Department Director directly, each day of their absence, as soon as practicable. In the case of emergency circumstances, the Team Member should contact their supervisor as soon as practicable. If possible, the Team Member should inform their supervisor of the HFWA qualifying reason for leave, so that the PTO is properly accounted for. If it appears that leave is for HFWA qualifying reasons, it will be counted as HFWA qualifying leave. If a Team Member took HFWA qualifying sick leave for four or more consecutive days, then the Team Member must provide reasonable documentation which shows a valid reason for the leave after returning to work.



Should a question arise regarding the legitimacy of an absence, the Team Member will be notified and given at least seven days to provide reasonable documentation. Using PTO for the reason of HFWA qualified sick leave under false pretenses is a violation of the policy and the Team Member may be subject to disciplinary action, which may include termination.

Please note that this PTO policy provides PTO in an amount of hours with pay sufficient to satisfy the Colorado Healthy Families and Workplaces Act ("HFWA") and applicable rules, for all of the same purpose covered by HFWA and applicable rules (not a narrower set of purposes), and under all the same conditions as under HFWA (not stricter or more onerous conditions, including but not limited to matters such as accrual, use, payment, annual carryover of unused accrued leave, notice and documentation requirements, and anti-retaliations and anti-interference rights).

Team Members may use all their available PTO for non-HFWA-qualifying reasons (e.g., vacation, as opposed to reason for sick leave, discussed above), but please also note that additional leave under HFWA will not be provided when Team Members use all of their available PTO for non-HFWA-qualifying reasons, except if a public health emergency is declared after the Team Member uses some or all available PTO for the applicable benefit year, the Team Member's PTO will be supplemented as discussed below.

Team Members may use any accrued PTO to take sick leave that is **not** covered by HFWA. Team Members are responsible for keeping a record of their PTO and ensuring that it is properly recorded on the appropriate attendance forms sent to the Human Resources department. To obtain information regarding available PTO hours, Team Member may speak with the immediate Supervisor, Manager, Department Director, Payroll, or Human Resources.

Scheduling PTO for Vacation or Personal Leave

If utilizing PTO hours for the reason of vacation or personal time, the Team Member should contact his/her Supervisor for a Leave Requisition Form at least two (2) weeks prior to the desired vacation/personal dates to ensure that the request can be approved and that vacation/personal time is properly scheduled within the needs of the department. In scheduling vacation/personal time the Team Member should keep in mind that vacations/personal time must not interfere with the demands of the Team Member's work schedule. If any conflicts arise in requests to utilize PTO hours for the reason of vacation/personal, preference will be given to the Team Member with the most seniority if requests are submitted at the same time, taking into consideration the needs of the business.

Additional PTO During a Public Health Emergency

In addition to the PTO accrued pursuant to the terms described above, on the date a public health emergency is declared, each Team Member's PTO balance will be supplemented as follows:

- For full-time Team Members, each Team Member's PTO balance will be supplemented such that no full-time Team Member has less than 80 hours of PTO;
- For part-time Team Members, each Team Member's PTO balance will be supplemented such that the part-time Team Member receives the greater of either the amount of time the Team Member is scheduled to work in a fourteen-day period or the amount of time the Team Member actually works on average in a fourteen-day period.



During a public health emergency*, Team Members may use PTO for the following purposes in addition to the purposes noted in the Using Sick Leave section:

- A Team Member's need to self-isolate and care for oneself because the Team Member is diagnosed with a communicable illness that is the cause of a public health emergency;
- A Team Member's need to self-isolate and care for oneself because the Team Member is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- A Team Member's need to seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- A Team Member's need to seek preventative care concerning a communicable illness that is the cause of a public health emergency;
- A Team Member's need to care for a family member who is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency;
- A Team Member's need to care for a family member who is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- A Team Member's need to care for a family member who needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or
- A Team Member's need to care for a family member who is seeking care concerning a communicable illness that is the cause of a public health emergency.
- In the case of a communicable illness that is the cause of a public health emergency:
 - a local, state, or federal public official or health authority having jurisdiction over the location in which the Team Member's place of employment is located or the Team Member's employer determines that the Team Member's presence on the job or in the community would jeopardize the health of others because of the Team Member's exposure to the communicable illness or because the Team Member is exhibiting symptoms of the communicable illness, regardless of whether the Team Member has been diagnosed with the communicable illness; or
 - care of a family member after a local, state, or federal public official or health authority having jurisdiction over the location in which the family member's place of employment is located or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
 - care of a child or other family member when the individual's child care provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely;
 - a Team Member's inability to work because the Team Member has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

If the need for PTO is for any of the purposes described above, the Team Member must notify their Supervisor or Department Director as soon as practicable when the need for PTO is foreseeable and the Colorado Convention Center has not been closed. Documentation is not required to take PTO for any of the purposes described above.

* For purposes of this Section, a "public health emergency" means an act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly contagious agent, for which (a) an emergency is declared by a federal, state, or local public health agency or (b) a disaster emergency is declared by the governor. A "public health emergency" also occurs when there is a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.



PAID TIME OFF POLICY
Certification Form

ASM Global - Denver

Employee's Understanding and Acceptance:

MY SIGNATURE ON THIS NOTICE CONFIRMS THAT I HAVE RECEIVED AND READ THE **PAID TIME OFF POLICY** AND THAT I UNDERSTAND THAT IF THESE PROCEDURES ARE NOT OBSERVED MY JOB MAY BE IN JEOPARDY.

Acknowledged and Agreed:

Employee **Printed** Name

Employee **Signature** and Date