

USA Paid Time Off (PTO) Policy



Purpose

All full-time employees of C&C Wind Energy Services are entitled to a period of paid time off. The policy reflects C&C Wind Energy Services responsibility to provide a work environment for its employees which is based on fairness, equity and recognition of work/life balance. The purpose of this policy is to set out the principles and rules governing vacation leave.

Definitions

Full time Employee – Any person employed directly by C&C Wind Energy Services full time, who is paid on an hourly or salaried basis.

Fiscal Year – November 1 – October 31

Policy Statement

It is the goal of C&C Wind Energy Services to provide eligible employees with the opportunity to take paid time off.

All full-time employee PTO calculation will begin based on the previous fiscal year; PTO will be calculated from date of hire to the end of the fiscal year. At the end of each fiscal year your PTO will either be used or lost; PTO will not carry over. PTO will accrue based on the number of weeks you work and will follow this table:

Years of Service	Number of Days (Accrued in a fiscal year)	Paid Time Off Accrued Per Week
1 – 5	10	.20 days
5 +	15	.29 days

Each full day of PTO will be counted as eight hours. PTO may be taken in half day (four hours) or full day (eight hours) increments.

PTO must be used within the year it is granted. PTO may not be accumulated or carried over from year to year.

Approval

All paid time off must be approved by the Direct Manager at C&C Wind Energy Services and by the Site Manager at each work location. To request Time Off you will submit a Time Off Request, for PTO, through PayChex. Your request is not approved until you receive approval from your C&C Manager. Approval is required.

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Scheduling

Whenever possible, paid time off must be scheduled at least two (2) weeks in advance. The use and duration of PTO is subject to approval. The Company will make every effort to accommodate requests to schedule PTO but reserves the right to prioritize requests based on the needs of the business, and the amount of notice provided by the employee.

Management Responsibilities

The Management of C&C Wind Energy Services will make every reasonable effort to accommodate PTO requests for all eligible full-time employees while meeting the needs of the business.

Management will also ensure that all PTO requests and arrangements are reviewed in a timely manner and the employee is informed of the decisions.

The management of C&C Wind Energy Services will enforce and / or interpret this policy in a fair and consistent manner.

Employee responsibilities

The Employee shall comply with this policy as it is written. If any exemptions are being requested, it is at the discretion and f the approval of management.

Traveling away from assignment, or otherwise taking leave days, without the direct approval of C&C management is considered unauthorized leave and will be subject to disciplinary progression, up to and including termination.