

VACATION / PAID TIME OFF

“Vacation” is the same thing as “Paid Time Off” (PTO). All Vacation is considered “PTO”. When requesting PTO, you are EXPECTED to be gone; to ENJOY yourself. Paid Time Off (PTO) allowance is not classified as compensation or wages. It is not an accrued benefit. If employment separation occurs before payroll processes for the time taken, it is not due/paid to you. PTO is an excused period of absence. The company can apply or deny available PTO to any absence. When PTO is used up, you can request UNPAID time for significant needs that may arise (it will be up to your manager & GM to approve or deny based upon prevailing circumstances at the time).

Question 1: When is Paid Time Off available?

Answer: After 6 months active, full-time employment, you become eligible for 40 hours PAID TIME OFF from that time through to the next 6 month period when an additional 40 hours will be allowed [EX: Hired Feb 4, 2022 = 40 hrs. PTO available upon Aug 5, 2022; plus an additional 40 hours February 5, 2023; 80 total calendar year hours as of January 1 2024 and annually thru year 9; 120 total calendar year hours following 10 year anniversary; and total of 160 calendar year hours following 15 year anniversary. IMPORTANT: Once you achieve “10 Days Per Calendar Year PTO Time”, it’s use it or lose it (IT CANNOT BE ROLLED OVER). Although permitted with proper authorization, absences of more than 40 hours for vacation or similar “PTO” at one time is discouraged because of the burden it causes to the department, but exceptions do occasionally apply under exceptional circumstances with the approval of the Store’s GM AND the VP of Operations.

→Note that if your job permits a “scheduled day off” within the week, the “scheduled day off” **is waived** during weeks in which PTO is taken (you don’t receive a scheduled day off in addition to PTO time taken during that period; all days are applied against PTO hours).

Question 2: How do I use Paid Time Off?

A: Complete/Submit the PTO Request to your manager 15-30 days before your planned absence. The form is posted at ancira.org>Forms.

- **All Cash-Handling, Supervisory, and Management Positions** are required to take 5-days consecutive OFF. Some positions may permit using normal non-working days as part of the 5 or require literally Monday-Friday (**Business Managers = “M-F” is mandatory**). Always coordinate with another employee/manager who will be designated to manage necessities in your absence.
- **Non-cash-handling positions** (for example, Sales Person, Painter, or Mechanic) may take their PAID TIME OFF intermittently, but still remember, you are encouraged to take a good length of time OFF and AWAY FROM THE DEALERSHIP to recharge your batteries. Use the time you have to spend with your family and friends and forget about work for a while! Management may require an employee to take 5-days-consecutive for any position as s/he deems appropriate. **SALES: NO PTO LAST WEEK OF THE YEAR!**

PAID TIME OFF is intended to be used for any absence needs other than brief personal illness or in the case of a funeral for an immediate family member. So, as the rule, available PTO is automatically applied for all other absences. ANY/ALL absence that extends longer than 3 days may be administered retroactively or prospectively **as PAID TIME OFF** in accordance with the Leave policy without your specific approval/request. Up to 5 days excused is available if you personally test as COV+ or FLU+ with Lab Confirmation received within 24 hours of illness onset (no home tests). Under this circumstance only, you can elect to have it applied as PTO or not. After 5 days, available PTO time will be automatically applied.

Question 3: How do I apply the “5-Day-Straight” rule in my job?

A: The 5-Day-Consecutive/5-Day-Straight rule applies to those in a cash-handling, supervisory, or management position. One of your PTO periods must be for 5 days straight. If you neglect to schedule your PAID TIME OFF in accordance with this policy, you will still have to comply -- **even if it means some time unpaid**.

Question 4: How does PAID TIME OFF accrue?

A: PAID TIME OFF is NOT an “accrued” benefit. It is simply an allowance of EXCUSED TIME AWAY FROM WORK IN WHICH NORMAL PAY conditions will be applied. As such, you’re not due payment if you quit or are dismissed.

Question 5: When can I take PAID TIME OFF?

A: When you meet the eligibility points outlined above and obtain the signed approval of your manager. When possible, your timing should be considerate of your peers and business demands (holidays are our most busy – **remember our FIRST PRIORITY is to MEET OUR CUSTOMERS NEEDS!**). “Scheduled” days off (such as with sales) cannot be used as an extension of your PAID TIME OFF (SEE FIRST PRIORITY). As a professional courtesy, schedule personal appointments during PTO when foreseeable.

SPECIAL POINTS

- PTO-rollover at Year End is only for new hires. No PTO will be rolled-over after “10-Days Calendar-Year PTO” is achieved. Plan accordingly.☺
- You also must be actively employed on the day payroll processes for it to be paid.
- Holidays in which your department is closed will not be counted against your PTO allowance.
- Birthday Bonus is separate from the PTO program.
- For funeral absence, PTO is automatically applied unless it is due to a loss within your immediate family (in which case, use of PTO is your choice)
- **Due to retail business demands, NO time-off for Sales is enforced at the dealership level the day after Christmas through year-end. Exceptions for non-Sales employees are only made in extremely rare circumstances that will not create any employer hardship.**
- Seek manager’s approval with 15 - 30 days notice when foreseen. The department manager has complete discretion in approving or denying time off – whether it’s “paid” or “unpaid” -- due to specific timing concerns, specific job titles, employment history, marketing campaign, or otherwise.

10-Yr Plus, NON-MANAGEMENT Employees* of Ancira may elect to cash-out PTO time rather than take an actual work absence during the year. Upon reaching 10-Year Anniversary, you may cash-out 40 hours annually (not less). Upon reaching your 15-Year Anniversary, you may cash-out a yearly total of 80 hours PTO annually, only in 40 hr increments and not within 6 months of a prior cash-out event. If you want to request a cash-out, please see your supervisor. The request is subject to final approval by the general manager and other management and is dependent on a variety of factors. Management reserves the right to approve/deny any request.

***Department Commission-paid and salaried employees are not eligible to cash-out PTO time as their pay is unaffected by absence.**