

Paid Time Off



PTO Eligibility

- Regular associates classified as Full-Time (72 hours or more per pay period)
- Regular associates classified as Part-Time (40 hours or more per pay period)
- PTO is available after completion of 90 calendar days of employment

PTO for Exempt (Salaried) Associates

- PTO is front-loaded, with no cash value, accompanied by salary continuation from day one for illness and/or disability, or for minor child(ren) up to 5 business days per incident
- All PTO must be taken during the year with the exception of up to 5 days may be carried over
- PTO is earned as a set number of PTO days per calendar year depending on length of service (and start date in the first year of employment) per the following schedule:

▪ Q1 (Jan-Mar start) = 22 days	▪ Q2 (Apr-June start) = 16.5 days
▪ Q3 (July-Sept start) = 11 days	▪ Q4 (Oct-Dec start) = 5.5 days
▪ 1 to 5.999 years of service = 22 days	▪ 6+ years of service = 27 days
▪ For Sr. Directors and above: 1 to 99 years of service = 27 days	

PTO for Non-Exempt (Hourly) Associates

- PTO is earned under the Accrual Plan
- Accruals under this plan are based on length of service and hours worked (excluding overtime)
- PTO accrues from date of hire based on hours worked and is subject to an annual accrual cap and total accrual cap as shown below:

Length of Service	Days of PTO	Accrual hours per 80 hours worked	Max Total Accrual
< 1 year	Up to 18	5.5385	184
1 - 4 years	Up to 21	6.4615	208
5 -9 years	Up to 24	7.3846	232
10 – 14 years	Up to 27	8.3077	256
15+ years	Up to 30	9.2308	280

Paid Holidays and Floating Holiday

- Asbury observes 7 holidays – 6 observed and one floating holiday. The observed holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas
- Regular Full-Time associates (72 hours or more per pay period) and Part-Time associates (40 hours or more per pay period) are eligible

Sick and Safe Leave

- Associates classified as Contingent/PRN and regularly work in a state or local jurisdiction with a paid sick and safe leave requirement receive sick and safe leave under applicable state or local law
- Sick and Safe Leave is available after completion of 90 calendar days of employment
- Sick and Safe Leave accrual is based on hours worked and is accrued at a rate of one (1) hour per 30 hours worked, up to a maximum of 56 hours per calendar year
- Associates may carry over up to 56 hours of any earned but unused sick and safe leave to the following calendar year, but may not accrue more than 80 hours of sick and safe leave at any time

PTO Cash Out

- Non-Exempt (Hourly) Associates may request payment for unused PTO once per calendar year with a limit of 40 hours annually
- In the event of an unforeseen extreme financial hardship, associates may apply for emergency cash out