

Permissive PTO Policy

Salaried employees working 30+ hours a week internally at Instant Teams are given a unique leave benefit that affords flexibility and work-life harmony.

We offer our salaried employees flexibility because we want to invest in their personal lives. But the investment needs to be mutual. In return for flexibility, we ask our employees to invest themselves in our mission, making sure their work gets done and gets done well, so our organization can thrive, our customers are supported, and our colleagues can balance their lives, too.

Under this policy, eligible employees are provided with flexible paid time off from work (Permissive PTO) for activities such as vacations, personal business, family concerns or non-extended periods of illness, including any purpose permitted under applicable state or local sick leave laws. This Flexible PTO policy is intended to comply with and be more generous than the requirements of such sick leave laws.

You are responsible for making sure your tasks and projects still get done regardless of the time taken away from the office.

There are two types of permissive PTO available:

1. **Out of Office Leave:** This is leave where you are out of the office for a period of more than two hours in which you will not be available to work. This leave should be approved by your supervisor and added to the Leave Calendar so that your co-workers are aware you are unavailable during that time. Out of Office Leave is meant to cover 2+ hours of leave up to 4 business days of leave.
2. **Limited Availability:** This is leave where you are still working for the day but you may not be as available to hop on zoom calls or may be working some hours outside of your core hours. While on limited availability you must still be available to respond to email and Slack messages. Limited availability is meant to cover between 1-5 business days and should be added to the Leave Calendar so that your co-workers are aware that you may not be as available to hop on unscheduled zoom calls or may be working some hours outside of your core hours.

Employees are obliged to:

1. Avoid abusing the policy by taking time off that negatively impacts their job performance and the company.
2. Communicate and collaborate with their supervisor and team to ensure everyone takes leave without disrupting operations.
3. Plan to entrust to a team member, postpone or otherwise manage projects that will be



affected by their time off.

4. Notify their supervisors at least two weeks in advance (or as soon as possible if not known two weeks in advance) and obtain approval.
5. Coordinate with their team members to ensure fairness and efficiency.

Supervisors need to grant approval on leave requests, taking business needs into consideration. Approvals and rejections can be forwarded or CCed to the People Operations at people_operations@instantteams.com for tracking. Supervisors may reject PTO requests if:

1. Other team members with similar or complementary duties have already asked for leave during the same time.
2. The time in question is too busy or includes an important deadline for the employee asking for leave.
3. A subordinate appears to abuse the policy.
4. For any other business reason in the Company's sole discretion

It is the Supervisor's discretion when asking team members to submit time off requests. Supervisors may ask for leave requests in scheduling periods to allow equity among all team members to take time off, due to the responsibilities and size of the team they are supervising. Time off requests are to be fair and equitable to all team members, ensuring there is coverage for business needs. Time off requests around holidays will need to ensure coverage is adequate and may be requested to be amended.

Please note that Permissive PTO is not intended to cover an employee's extended illness or absences covered under other Company policies, such as leaves of absence covered by federal or state laws (such as the federal Family and Medical Leave Act, state paid family leave laws or military leave); provided, however, that if an employee (i) works in a jurisdiction with a state or local paid sick leave law, (ii) is eligible to use paid sick leave under that law for the absence, and (iii) has not used in the calendar year Permissive PTO days (for any purpose) equal to the number of paid sick days that the employee is entitled to receive under the sick leave law, then the employee may use Permissive PTO up to the number of days remaining in such minimum annual sick leave entitlement, to the extent permitted by all applicable laws and policies.

Example: A salaried employee goes on FMLA after working for the Company for approximately 13 months. One hour of sick leave is accrued for every 30 hours worked and caps at 40 hour a year. It will be assumed that the employee can use approximately 45 hours of sick leave while on FMLA before having to use unpaid leave. The employee would have accrued their maximum 40 hours in the first 12 months of employment and approximately another 5 hours in their 13th month ($40 \text{ hours per week} \times 4 \text{ week} = 160 \text{ hours} / 30 = 5.33$). Sick leave rolls over each year, but is capped at a total of 80 hours.

Any such use of Permissive PTO shall run concurrently with the applicable leave, will not extend any leave entitlement and cannot result in an employee's receipt of more than 100% of the employee's salary. Employees must comply with the requirements of all applicable Company



policies and benefit plans, consistent with applicable law.

As Permissive PTO is not accrued and is a benefit to be used while employed, there is no payout of Permissive PTO upon separation from employment, unless specifically required otherwise by applicable state law.