Mid Missouri Supported Living, LLC **MMSL-100a**
Revision Date: 12/29/2025 **Management, Administrative & Office Employees Paid Time-Off (PTO)**

Purpose:
Mid-Missouri Supported Living recognizes that employees have diverse needs for time off from work, and, as such, Palmer's has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick, and personal leave. Employees are accountable and responsible for managing their PTO hours to allow for adequate reserves if they need to cover holidays, illness or disability, appointments, emergencies, or other situations that require time off from work.

Eligibility:
PTO is given upon hire or transfer into a benefits-eligible position. Eligible employees for Administrative PTO must be classified as either a salary (an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis) or classified as an administrative employee (salary or hourly).

Availability:
PTO time is available for use in the pay period following an employee's 90-day probationary period (if applicable). Employees cannot request time off until the completion of the probationary period, including any probationary extension periods and/or placed on a new 90-day probationary period. Mid-Missouri Supported Living reserves the right to approve or deny any PTO requests.

Accrual:
All Mid-Missouri Supported Living staff that are eligible for Administrative PTO, as listed in the eligibility section of this policy, and specified in their initial job offer letter, will receive one hundred twenty (120) hours of paid time off (PTO). All House Managers and Program Coordinators will receive eighty (80) hours of paid time off (PTO). This time is a combination of vacation, sickness, and personal time for employees to use as paid time off.

Usage & Scheduling of PTO:
Employees must use available PTO when taking time off. PTO may be taken in increments of as low as one hour.

PTO must be submitted in writing to their direct supervisor according to the site's policy and/or practice. All requests are subject to supervisory approval, department staffing needs, and established departmental procedures. The Manager must respond with approval/denial of any PTO request in writing within fourteen (14) business days of the employee's written request. If the Manager does not respond in the specified time frame, the request is to be considered denied due to operational needs and/or the employee not possessing enough accrued PTO time.

When an employee is absent due to the illness or injury of the employee; employee's spouse; employee's minor children; or other relatives or members of the employee's household, the decision concerning the granting of sick leave shall be based on the degree to which the employee is responsible for providing personal care and attention to the person that is ill or injured. Employees

must give ample notice (a minimum of two hours before their scheduled shift) to their supervisor when PTO is required for the scenarios listed in this section.

Absences your supervisor is unaware of will be considered a no-call no-show under Mid-Missouri Supported Living's time and attendance policy. An employee may face disciplinary action for no-call/no-shows or when the frequency of unscheduled absences adversely affects the department's operations. In addition, failure to properly report an absence according to supervisory instructions or facility policy shall cause discipline, up to and including dismissal. Employees shall not engage in any other work activities for any other employer while on PTO leave except with written approval from the owner or director of Mid-Missouri Supported Living. If the employee is on leave under the Family and Medical Leave Act (FMLA), PTO must be used initially as part of the FMLA leave.

When PTO is used, employees must use PTO hours according to their regularly scheduled workday. For example, an employee who works a six-hour day would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculations. Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Employees who have submitted a resignation notice may not submit new PTO requests during their resignation notice period.

Payment upon Termination:
Regardless of the separation method from Mid-Missouri Supported Living (i.e., resignation, termination, retirement, etc.), an employee will not be paid out any of the PTO hours accumulated but not used.

Carryover Clause:
Employees may roll over up to 80 hours of unused PTO at the end of the calendar year. Employees who are past their probationary period will be front-loaded their new annual balance of PTO on January 1st of each year.

Special Clause:
Any holiday classified by Mid-Missouri Supported Living is considered a "paid holiday" and, as a result, will not require the employee to use PTO.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL