



## SUMMARY OF PINNACLE STAFFING PTO POLICY FOR W2 TRAVELERS

\*please refer to the Staff Handbook for more detailed information

**LUNCH BREAKS:** Most states require a minimum of 30 minutes off the clock for lunch breaks

**HOLIDAYS:** W2 TRAVELERS will be paid 8 Regular hours when contracts extend over the following holidays and the center is closed. NEW YEARS DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING AND CHRISTMAS.

You will not be paid overtime rate for holiday pay unless you work on the actual holiday.

For all other holidays, if the center is closed, please refer to your guaranteed hours.

### **PAID TIME OFF FOR VACATION, PERSONAL DAYS & SICK LEAVE\***

\*for non mandated pay out states

Paid time off accrual begins on the first day of work. Accrual rates are based on regularly scheduled hours and exclude overtime. The accrual rate is .03846 per hour to a max of 10 days (80 hours) per calendar year. (EX: 40 hours x .03846 = 1.5384 hours PTO accrued).

PTO may be used following the pay period in which hours are earned. PTO may not be borrowed or advanced. PTO must be taken in a minimum of 30 minute increments and a maximum of 40 hours per week.

Unused PTO which is not used during an assignment or the week following, will no longer be available after 6 months without being on an assignment or will be paid out in accordance with the labor laws of the state, county or city where your assignment takes place; otherwise after 6 months it is considered "use it or lose it".

**Time off** for Travelers must be scheduled at the beginning of an assignment and documented on the Assignment Confirmation. Should an emergency arise, and to be fair to our clients, please give us as much notice as possible, as Time off must be approved in advance by your supervisor.

WHENEVER POSSIBLE, TIME OFF SHOULD BE APPROVED PRIOR TO STARTING AN ASSIGNMENT BY THE ONSITE SUPERVISOR.