PTO Policy

Aurora Technical Services recognizes that employees have diverse needs for time off from work and, as such, Aurora Technical Services 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 own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work. The company can require that employees submit PTO for temporary office closures, inclement weather, and/or other events that result in the shutdown of the office during regular business hours.

Eligibility

PTO is accrued upon hire or when the employee transfers into a benefits-eligible position. Eligible employees must be scheduled to work at least 30 hours per week on a regular basis. Employees working less than 30 hours per week on a regular basis, on-call and temporary employees are not eligible to accrue PTO.

Availability

PTO accruals are available for use in the pay period following the pay period in which they are accrued. Employees must have accrued PTO before taking time off.

Accrual and Payment of PTO

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. Employees normally scheduled to work less than 40 hours per week and at least 30 hours per week will earn PTO hours on a prorated basis. PTO does not accrue on unpaid leaves of absence or PTO cash outs upon termination. A maximum of 40 hours of PTO can be rolled over into the next calendar year.

Upon their anniversary of five years of service with Aurora Technical Services *or* upon the attainment of professional license, whichever comes first, employees will be eligible to receive one additional day of paid time off (8 hours) per year up to a maximum of 160 hours.

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one hour.

Whenever possible, PTO must be scheduled at a minimum of three (3) weeks in advance. PTO is subject to Management approval and Company staffing needs. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the Company. Management may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

PTO is paid at the employee's straight time rate. PTO will not be part of any overtime calculation, nor can the PTO be used to exceed 40 hours per week.

Payment upon Termination

In accordance with Texas law, if an employee resigns, retires, or otherwise leaves employment voluntarily, all PTO hours accumulated but not used will be paid on the next regularly scheduled payday following the effective date of resignation.

Cash Out

Employees have the option to elect to cash out a portion of their PTO earned in the calendar year. Employees may cash out up to a maximum of 40 hours per year. Multiple requests for cash out can be made as long as the total buy back does not exceed 40 hours in the calendar year. The cash out will be paid at 100% percent of the employee's current base rate of pay and will be paid within two (2) pay periods from when the request was approved. End of the year PTO cash out requests must be made to Human Resources by December 8th, or the last business day prior to the 8th, if the 8th falls on a weekend. Employees who fail to submit their PTO cash out request by December 8th will forfeit their ability to choose how their PTO cash out will be utilized. Employees PTO cash out will then be structured at the Company's discretion.

Paid Holidays

Aurora Technical Services offers nine (9) paid holidays for fulltime employees. Notification of Holidays will occur annually at the start of the New Year. Part-time staff members working 20 hours or more will receive ½ day paid, for these holidays.

The current paid holidays are:
- New Year's Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Jury Duty

Aurora Technical Services encourages employees to fulfill their civic responsibilities by serving jury duty when required. Upon receipt of notification from the local, state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify the Office Manager at the time the notice is received. The employee is required to provide copies of the subpoena or jury summons to the Office Manager.

If you are called for jury duty, full time employees are entitled up to three (3) working days with pay, at their regular straight time or base salary. Employees are required to call in or report for work on the day or part of the day when their presence in court is not required.

If employees are required to serve jury duty for more than three (3) days, they may use any available PTO or may request an unpaid jury duty leave of absence.

Either Aurora Technical Services or the employee may request an excuse from jury duty if, in the Company's judgment, the employee's absence would create serious operational difficulties.

Aurora Technical Services will continue to provide health insurance benefits for the full term of the jury duty absence. PTO benefits will continue to accrue during unpaid jury duty leave and the employee will be eligible for Holiday benefits.

Voting

Aurora Technical Services encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule.

Employees can adjust their normal work schedule for that day so the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.