



SOUND DIAGNOSTICS OF NORTHWEST FLORIDA

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Chipley, Florida 32428
850-258-1580

Paid Time Off Policy

Full-Time Associates earn Paid Time Off (PTO) at the following rate:

Years Of Service	Hourly Accrual Rate	PTO Hours Earned Per Pay Period IF 80 Hours Worked
0 – 5	.08850	7.08
5 – 7	.09225	7.38
7 – 10	.09613	7.69
10 Years And Over	.10000	8.00

PTO eligible hours are based off of actual hours worked.

No paid time off balance is payable to associates if their employment is terminated for any reason other than voluntary resignation with proper notice or as part of a reduction in force.

In the event that the associate voluntarily resigns with proper notice, or as part of a reduction in force, the associate's accrued PTO balance will be paid to the associate at the current base rate of pay. Supervisor's approval is required to use any of the accrued PTO while working out a resignation notice.

PTO Cash Conversion

Associates may "cash-in" their unused PTO accrual at 50% of their based rate.

PTO time must be used within one year of accrual.

PTO hours may not roll over from year to year.