



Paid Time Off (PTO)

Date: April 3, 2020

Re: Implementation of the following temporary change:

Acuity will allow Employee Owners (EO) to go into a negative PTO bank, up to 80 hours, who are impacted by COVID - 19.

Criteria to be eligible for the negative PTO bank:

1. EO has less than 80 hours earned PTO. The EO can go into the negative PTO to cover up to two weeks out. All earned PTO will be used first.
2. EO does NOT have the ability to work from home.
3. EO has been Tested (waiting results), treated or diagnosed with COVID-19
4. Physician, other healthcare institution or Government instructs EO to stay home due to exposure or symptoms of COVID-19 and ruled out other potential conditions
5. Acuity sent EO home due to symptoms, however they need to see medical provider within 24 hours and then meet either #3 or #4.
6. Member of household meets either #3 or #4.
7. EO is not covered under state or company disability

*Management has the discretion to update and change according to business needs.