

UNLIMITED VACATION POLICY

INTRODUCTION

At Public Media Journalists Association, we take pride in our employees' incredible work ethic, and we want to reward and recognize that by offering an unlimited vacation policy. Instead of a traditional vacation or sick day policy, you can request time off as you see fit. No vacation days will accrue, no time off will expire, and you won't see any mention of vacation time on your pay stubs.

We have adopted this policy because it embraces two key parts of our company culture: **trust in each other** and **a great work-life balance**. We believe that in order to do your best work, you should get the time you need for rest, rejuvenation, or recovery. This policy is also based on a mutual trust between you, your team, your manager, and the company as a whole.

Instead of accruing and tracking vacation time, you can simply plan the vacation time you'd like to take off with your manager and your team. The time off is yours to enjoy (or just there when you need it), as long as you follow the company guidelines detailed below!

WHO IS ELIGIBLE FOR UNLIMITED VACATION?

This policy applies to all full-time and part-time employees of PMJA.

WHAT CAN THE TIME OFF BE USED FOR?

The time off is yours, to use as you see fit! You can use it for vacations, staycations, weddings, illness, family illness, emergencies, mental health days, doctor's appointments, or any other personal matters that might require you to take time off from work.

HOW THE POLICY WORKS:

All time off requests are subject to approval by your manager. Managers approve vacation time on a first-come, first-served basis. Not all time off will be approved, but it is pretty rare for a time off request to be denied.

Some situations where it might be denied are very long-term requests of 3 or more weeks, or recurring time off, like every Friday. In other instances, it may not be possible to have multiple people out during the same week, or if your presence is required for a critical event.

Give as much notice as possible. For planned absences, it's best to put in the request 2-4 weeks in advance. For unplanned absences, please let your manager know as soon as possible.

Use it! There are a lot of reports that unlimited time off gets used less than the traditional methods. To ensure that all of our employees are getting the benefit of our vacation policy, you should be taking a *minimum* of 10 days off each year. This is in addition to our twelve paid holidays:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day (Fourth of July)
Labor Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
2 floating holidays

This policy covers sick days. Included within this unlimited paid time off policy are paid sick days. Requests to use sick days should follow the same procedure outlined in this document. Since these days are included within this policy, they do not roll over or accrue.

Unused vacation days do not get paid out. Your ability to take paid time off is not a form of additional wages for services performed but is part of our promise to provide a flexible work schedule—including your ability to decide when and how much time to take off.

This policy doesn't cover all forms of leave. This vacation policy may not be used as a means to extend other types of leave, such as FMLA, Parental, Short- or Long Term Disability, leaves required by state law, and other extended leave situations. These types of leave are all handled separately and addressed later in this policy.

This policy is built on trust! If an employee's performance declines significantly due to abuse of this policy, PMJA reserves the right to review the employee's use of this policy and determine if discipline or termination is appropriate.

HOW TO REQUEST TIME OFF

Request your time off through your immediate supervisor. Once approved, add the time off to your calendar.

Beyond that, employees are encouraged to:

- Communicate and collaborate with their team to ensure everyone takes leave without disrupting operations.
- Plan to delegate, postpone, or otherwise manage projects that will be affected by their time off.
- Prep any files, information, contact names/numbers that their coworkers might need.

FMLA-eligible Leave

PMJA is small enough (less than 50 employees) that we are not required to abide by the requirements of the federal Family and Medical Leave Act, which provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave per year. However, in our effort to provide a quality work environment for our employees, we aim to exceed minimum requirements of FMLA by

- 1) offering job protection for up to twelve (12) weeks even though we are not mandated to do so,
- 2) providing job protection after only six (6) months of service instead of twelve (12) months as provided for in the Act, and
- 3) offering paid time off for up to four (4) weeks.

For companies required to abide by FMLA, the following reasons are covered under the Act:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

PMJA's policy aligns with and recognizes the same reasons as outlined above. However, PMJA does not require at least twelve (12) months of service for leave eligibility, instead, requiring only six (6) months of full-time service for eligibility.

For any FMLA-eligible situations, such as welcoming a child, dealing with a serious health condition, or to become a care giver for a family member with a serious condition, PMJA limits paid time off to four (4) weeks. Employees may take additional unpaid time off, up to twelve (12) weeks, with a supervisor's or the Executive Director's prior approval. As a small association, paid time off past four (4) weeks will not be approved and job protection past twelve (12) weeks will not be provided. However, depending on the circumstances of the employee's needs, flexible work arrangements (such as part-time work) may be considered and will be left to the employee and supervisor to agree upon and document in writing.

The company will review this policy annually and address any issues.