Time Off and Leave Summary

The following provides a high-level overview of Titus Transport's time off and leave policies, including eligibility, accrual, and applicable waiting periods for each program. This summary is intended for general reference only and does not replace the official employee handbook, which governs in the event of any discrepancy. Titus encourages you to review the complete handbook and to direct any questions or requests for additional information to Human Resources at **HR@neatruck.com**.

Benefit/Leave	Paid/Unpaid	Waiting Period	Duration/Amount
PTO	Paid	60 days	10-30 days annually based on service
Holiday Pay	Paid *if eligible*	60 days	6 company holidays
Bereavement *for Immediate Family Members*	Paid *with proof of relationship*	60 days	Up to 3 days
Jury Duty	Varies *State Dependent*	None	As required by service
Voting	Paid leave/PTO	None	Up to 2 hours
FMLA	Unpaid/PTO substitution	12 months + 1250 hrs	Up to 12 weeks
Pregnancy/Paternity	Unpaid	None	As provided by law

PTO Accrual

Non-Driver PTO Accrual Chart		
Years of Service	**Accrual Rate per Bi-Weekly Pay Period**	**Maximum PTO Accrual**
Upon Hire	3.08 hours	10 days (80 hours)
1-4 years	4.62 hours	15 days (120 hours)
5-10 years	6.15 hours	20 days (160 hours)
11-20 years	7.69 hours	25 days (200 hours)
20+ years	9.23 hours	30 days (240 hours)

Driver PTO Accrual Chart		
Years of Service	**Accrual Rate per Weekly Pay Period**	**Maximum PTO Accrual**
Upon Hire	1.92 hours	10 days (100 hours)
1-4 years	2.88 hours	15 days (150 hours)
5-10 years	3.85 hours	20 days (200 hours)
11-20 years	4.81 hours	25 days (250 hours)
20+ years	5.77 hours	30 days (300 hours)