Telephones are a vital part of the Organization's business as they are used to regularly conduct business. Personal use of the telephone should be limited to emergencies and unusual circumstances. Chronic misuse of Organization telephone lines may subject the violator of this policy to discipline up to and including termination of employment.

V. BENEFITS

A. Holidays

The following paid holidays are observed each calendar year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Nevada Day
- Veterans Day
- Thanksgiving Day
- Family Day (Day after Thanksgiving)
- Christmas Day

Usually when a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

To be eligible for holiday pay, an employee must work the regularly scheduled working days immediately preceding and immediately following the holiday. PTO and other authorized absences are considered time worked for the purpose of payment of holiday pay.

B. Paid Time Off (PTO)

Regular full-time employees and part-time employees working at least 30 hours per week are eligible to accrue Paid Time Off (PTO). This does not apply to temporary employees. Employees accrue PTO for each bi-weekly pay period actually worked beginning at the start of the first pay period after completing 30 days of employment at 4 hours per week. Eight (8) hours of PTO per pay period is equal to approximately 23 paid days for each year of employment, dependent upon start date of employment. Accrued PTO not used during each year of employment may be carried forward to the following year of employment. Employees may carry over no more than 240 hours of PTO not used during each year of employment. Hours in excess of 240 will be calculated through the last pay period prior to the anniversary date.

PTO is available only for the hours accrued as of the prior payroll period. Borrowing against PTO to be accrued in the future is not permitted. PTO requests must be approved in advance by the employee's supervisor and the CEO/COO or equivalent management official. Depending upon Organization needs and business requirements, PTO may be denied at management's discretion.

NAHAC believes that PTO should be used for rest, relaxation, and recreation. For that reason, employees (including exempt employees and hourly employees) who are using PTO are expected to refrain from doing any work during their PTO. This includes refraining from reviewing or responding to emails and voicemail messages. Employees may not perform work while on PTO without the advanced approval of their supervisor. If employees perform any work during their PTO, they are required to report this to their supervisor immediately to ensure the accuracy of ~~time cards~~timecards/sheets and paystubs. For exempt employees who perform work during their PTO, the exempt employee will be paid their full salary for the day. Separate and apart from the salary to be paid to the exempt employee, a deduction may also be made from the employee's accrued PTO bank as follows: if the exempt employee works 4.00 hours or less while on PTO, then 4.00 hours will be deducted from the employee's PTO bank. If the exempt employee, while on PTO, works more than 4.00 hours in a day, then no deduction will be taken from the employee's PTO bank.~~, and a partial-day deduction will be made from the employee's accrued PTO bank.~~ Non-exempt employees who perform work during PTO will be paid for the full amount of time actually worked, and their PTO balance will be deducted for the remainder of the PTO day. Non-exempt employees who have accrued, unused PTO available, and who arrive late or leave early from work, may also elect to apply PTO time to the time missed from work.

Abuse of the PTO system, and/or failure to report time worked may be grounds for discipline, up to and including termination.

An employee who terminates employment will be paid for unused PTO accrued through the last completed pay period. Employees on unpaid leave will not accrue PTO except as otherwise required by law. Employees will be permitted to cash out a minimum of 40 hours and a maximum of 80 hours of PTO one time per year of employment. This does not apply to hours that must be cashed out in excess of the annual maximum of 240 hours, as discussed above. After the calculation of a cash out, there must be a remaining balance of at least 40 hours. Employees are required to submit the completed PTO cash out form to their supervisor and the CEO/COO or equivalent management official. The request is subject to approval. PTO cash out will be permitted for time earned and not for future accrued hours. Employees must allow up to two pay periods before the cash out will be issued. PTO cash out will be disbursed during a regular payroll cycle. PTO cash out will not be included as wages when determining applicable overtime rates.

C. Insurance

The Organization offers a competitive insurance plan for all its employees. Coverage commences on the 1st day of the month after completion of 60 days of employment. Employees may elect to enroll their eligible dependents for group coverage. For full-time employees, the Organization contributes 100% of the cost for single coverage of the employee only for major medical, dental, vision, long-term disability, and basic group term life. In addition, for full-time employees, the Organization contributes the following percentages for dependent or family coverage for major medical only, excluding ancillary medical benefits such as dental, vision, long-term disability and basic group term life: 75% for spouse and 50% for children. Employees are responsible for paying the balance through payroll deduction. Employees on approved unpaid leaves of absence are responsible for paying the full cost of coverage (the normal employee share plus the normal employer share) unless otherwise required by law. Where applicable, coverage may terminate if the employee does not pay the full cost of coverage to the Organization within 30 days of it being due.

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is decided by the Organization. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of a spouse or registered domestic partner. In the event of any conflict between this policy and the terms and conditions of any health insurance plan or summary plan description, the terms of the plan or summary plan description will control.