



## Paid Time Off Policy

ALKU believes that a balance between work and non-work activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, ALKU has designed a paid time-off (PTO) policy that incorporates vacation, personal, and sick leave into one program. Employees are responsible for managing their own PTO hours to allow for adequate reserves if there is a need. In addition to vacation, PTO is designed to cover leave for personal time, personal sickness, family sickness, family activities, and extra holiday time.

### PTO Accrual Calculation:

- Employees begin accruing PTO on their start date with ALKU.

Years Of Service	Accrual Rate Per Week	*Annual PTO Accrual
0-3	2.3077	15 days (120 hours)
3-6	2.7692	18 days (144 hours)
6+	3.2308	21 days (168 hours)

\*Annual PTO Accruals are based on:

- A. An employee having 2,080 hours of pay per year (40 hours per week), not including Over Time
- B. Calendar year

\*\*No PTO hours will accrue beyond the maximum accruals listed.

### PTO Approval:

- All PTO must be preapproved by (unless told otherwise) and prescheduled with the Program and your ALKU Resource Manager. PTO may be taken in hourly increments. Approval for all scheduled time away is subject to applicable workloads.
  - In case of an emergency, however, employees shall be allowed to take unscheduled PTO with less than 24 hours' notice and regardless of applicable workload.

### PTO Use:

- PTO is used to bring a timecard to 40 hours for a week if the employee does not have a total 40 worked and Holiday hours in the timecard. Leave without Pay cannot be used unless the employee has reach 40 hours of borrowed PTO (-40 hours), on Military Leave, or as received prior approval from their ALKU Resource Manager
- PTO cannot be used to as overtime or EWW hours.

### Pre-Accrual/ Borrowing Against PTO:

- Employees may borrow against PTO hours (with approval of ALKU) of up to 40 hours (5 days). Employees must use and/or borrow against 40 hours (5 days) before becoming eligible for Leave Without Pay (LWOP) and must get ALKU's approval.

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## Cashing out PTO:

- Unused, accrued PTO hours, may be cashed out at a onetime occurrence in June of the calendar year and must be approved in advance by ALKU. To be eligible, the employee must have a minimum of 80 accrued hours (10 days).
  - Accrued PTO hours cannot fall below a minimum of 80 hours (10 days) after cashing out.
    - Example: Jane Smith has a 95 hour PTO balance on June 1st, making her eligible to cash in a maximum of 15 hours, bringing her accrued PTO balance back down to 80 hours.

## Over Time and Holiday hours:

- Employees may choose to “bank” additional hours in two different scenarios toward their PTO balance to be used for future PTO:
- Over Time hours (defined as any hours worked over 40 in each work week) and Holidays (any hours worked on a holiday for a maximum of 8 hours) may be banked and/or added to an employee’s PTO balance.

## Official Facility Closure hours:

- ALKU offers Employees 8 hours of Official Facility Closure (OFC) per calendar year. This is defined as when the Facility they work in officially closes, therefore the employee is unable to go to work. Instead of using PTO for a facility closure:
  - The employee may use up to 8 hours of OFC. This must be submitted through the time cards.
- The employee may use Leave Without Pay (LWOP) in place of using PTO hours only when there is an Official Facility Closure (OFC). This must be submitted through the time cards.

## Military Leave:

- ALKU employees who are still active in the Military will have up to 80 hours of payable MIL-LEAVE per calendar year.
- This can only be used while out of work on Military Orders.
- The employee will charge their hours to “MIL-LEAVE” in their ALKU Your Time timecard.
- Upon return from MIL-LEAVE, the employee will have 90 days to submit a copy of their Military pay statement showing the number of hours used, as well as their pay amount from the Military during the specific time period they used MIL-LEAVE. ALKU will then pay the difference between their ALKU pay and Military pay for those hours charged in their ALKU timecard.

**\*\*\*All OT, HOLIDAY, OFC, and LWOP must be noted in BTE**

## Please Note:

- Employees will be paid upon resignation, separation, or retirement for all PTO hours accrued but not used.
- If employees have borrowed against pre-accrued PTO hours upon resignation, separation, or retirement, borrowed against PTO hours must be paid back to ALKU at the time of resignation.



## ALKU Paid Holidays:

Holiday
New Year's Day
Birthday of Martin Luther King, Jr.
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

*\*If a holiday falls on a Saturday, for most Federal employees, the preceding Friday will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).) If a holiday falls on a Sunday, for most Federal employees, the following Monday will be treated as a holiday for pay and leave purposes. (See Section 3(a) of Executive Order 11582, February 11, 1971.) See also our Federal Holidays – "In Lieu Of" Determination Fact Sheet at <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/Federal-Holidays-In-Lieu-Of-Determination>.*

## How to view your PTO in UKG (Kronos):

Kronos Link: <https://secure4.saashr.com/ta/6041168.login?NoRedirect=1>

