

Employee Work Hours, Timekeeping, and Compensation

Policy Revisions as of April 1, 2025

- **UNTIL FURTHER NOTICE: Due to reduced staffing, only one employee can be approved to be off on a given day.**
- An attendance violation is defined as an incident where an employee is considered tardy or absent from work without prior authorization.
- Therapists are required to sign the daily staff timesheet in the front office no later than 8:50am each morning. Anyone arriving after 8:50am for a 9:00am appointment will be considered late and will receive an attendance violation in their HR file. Therapists with appointments scheduled later in the day must sign the login sheet 10 minutes prior to their appointment or they will be considered tardy and receive an attendance violation.
- Therapists are required to sign out using the daily staff timesheet in the front office before leaving for the day. Appointments for that day need to be noted and rendered in MPM and all chores must be completed before signing out.
- Therapists arriving late must notify Nicole and the BCBA and provide an approximate arrival time at the clinic. A late arrival will result in an attendance violation. Upon arrival, the therapist must still sign the daily staff timesheet in the front office.
- The first unexcused tardy will result in a warning. All subsequent tardiness will result in disciplinary action at your supervisor's discretion.
- All requests for time off must be entered in MPM for Nicole to approve or deny. If approved, a time off request form must be submitted either via the employee portal or by a paper version of the form to Jim. Employees that are absent on a day for which a request was denied will receive an attendance violation in their HR file.
- When scheduling a day off, it is the employee's responsibility to arrange for someone to complete their chores while they are off. A chore assignment sheet can be filled out and given to Jim. These will identify the employee who will be out and who has agreed to complete the chores in their absence. These are available in the front office.
- Employees that do not work an average of 32 hours or more per week will no longer be entitled to PTO benefits.
- Exempt (salaried) employees may not exceed the maximum number of PTO days for which they have been approved as terms of their employment.
- Non-Exempt (hourly) employees may not exceed the maximum number of UTO days of 10 per year.
- Employees that may need extended UTO time may refer to the company leave policies listed further below in this document. A specific written request must be submitted to your supervisor for a request for additional leave. That request will be reviewed by the Admin team and the employee will receive a written response for their records.

Work Schedules

Awetism Wonderland provides services to children of varying ages and with varying scheduling between the hours of 9am to 6pm Monday through Friday at the clinic and sometimes more specific hours off-site at school or home. Your supervisor will assign your individual work schedule based on your role. All employees are expected to be at the location where services are to be provided and be ready to work 10 minutes prior to the start of a client's session. This means if you are working with a client, you have all your personal stuff taken care of before they are scheduled to arrive and are ready to accept the client a few minutes prior to the session time.

Punctuality and Attendance

As an employee of Therapy Enterprise Holdings, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Awetism Wonderland business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call your supervisor and/or scheduler before the time you are scheduled to begin working for that day. Employees also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated.

First unexcused tardy will result in a warning. All subsequent tardiness will result in disciplinary action at your supervisor's discretion. All absence and tardiness, warning or otherwise, will be documented in your employee record. Absence and tardiness during employment probation may result in immediate termination.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, Awetism Wonderland will consider that you have abandoned your employment.

Pay Rates and Pay Increases

Hourly wages are determined by the individual's experience and education. All employees will receive a 90-day review. If an employee fails to complete their training and/or exams prior to their 90-day review, the review shall be postponed until completed; however this may prevent the employee from continuing after the probationary period. The 90-Day Review is to ensure completion of training and does not impact salary. Thereafter, employee reviews will be completed on a minimum of an annual basis. Review results and pay increases are based on the individual's performance, professionalism, teamwork, documentation, dependability, administrative responsibilities, and exam and attendance scores. Additionally, the reviewer will compile scores by management, supervisors and directors. Promotions are based on company growth and need. Hourly wages/salaries are reviewed on an annual basis and not a guarantee.

Full-Time Employees

Full-Time Employees are those who are scheduled for and do work a minimum of 32 hours per week. Full-time employees are eligible for benefits provided by Therapy Enterprise Holdings.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 32 hours per week. Although part-time employees do not accrue vacation time, Awetism Wonderland policy allows part-time employees to take up to 10 unpaid days off per year.

Domestic Violence Leave

Employees who are victims of domestic violence are eligible for unpaid leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

Awetism Wonderland will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an eligible employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993. Employee will need to complete the required FMLA forms for approval prior to taking leave.

Extended Medical Leave

A medical leave of absence may be granted for non-work-related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to four months with a doctor's written certificate of disability. Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, Awetism Wonderland will pay you sick pay for the period of time equivalent to your accumulated sick pay earned. You also may use any paid vacation time previously accrued.

Awetism Wonderland also operates in accordance with the Family and Medical Leave Act (FMLA). This is a federal law that gives some employees up to 12 weeks off from work because of:

- the birth or adoption of a child (or getting a foster child);
- a serious health condition that makes the employee unable to do his or her job; OR
- a serious health condition of a child, spouse, or parent that requires the employee to take care of that family member.

The law does NOT guarantee that you will be paid during this time off. That is up to your employer. Your employer can require you to use your sick and vacation time as part of your FMLA. Your employer can also choose to give you more than 12 weeks off if you need it, but the law only requires your employer to give you 12 weeks.

Jury Duty and Witness Leave

Awetism Wonderland encourages employees to serve on jury duty when called. Non-exempt employees who have completed their probation period, will receive pay based upon their position while serving up to 5 days of jury duty. Exempt employees will receive full salary unless they are absent for a full week and perform no work. Employees are required to complete and submit to their supervisor a Time Off Request Form upon receipt of a jury summons. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Bereavement Leave

An employee in need of time off for bereavement may apply accrued, unused sick time or PTO. The employee's supervisor may approve additional unpaid time off. Part-time or Temporary employees may take a maximum of 3 unpaid days off for bereavement.

Military Leave/USERRA

Under USERRA (Uniformed Services Employment and Reemployment Rights Act), employees who wish to serve in the military and take military leave should contact administration for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law. For more information on this policy, please visit: <https://www.dol.gov/agencies/vets/programs/userra>

Concurrent Personal and Family/Medical Leave

Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay as long as it's deemed necessary and prior approval in writing is given by the supervisor. Employees are required to complete and submit to their

supervisor a Time off Request Form requesting time off to vote minimally two days prior to the day being requested.

Other Leaves of Absence

Awetism Wonderland may grant leaves of absence to employees in certain circumstances. Request any leave in writing as far in advance as possible, keep in touch with your supervisor or the personnel supervisor during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting your supervisor or the personnel office, the Company will assume that you do not plan to return and that you have terminated your employment. Upon return from a leave of absence, you will resume all aspects of your employment status that existed prior to the start of your leave.

Awetism Wonderland does not continue to pay premiums for health insurance coverage for employees on leaves of absence. However, you may self-pay the premiums under the provisions of COBRA of 1985. Administration can give you additional information if needed.

Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.