SALARIED FIELD OPERATIONS MANAGEMENT - SELECT STATES

PURPOSE: To outline policies and procedures pertaining to the eligibility, accrual, usage, and management of the paid time off (PTO) benefits for salaried field operations management in the states of Alaska, California, Colorado, Illinois, Maine, Massachusetts, Nebraska, or Rhode Island.

RELATED DOCUMENTS: Benefit Overviews

POLICY:

A. Effective Date

This policy is effective January 1, 2025 and replaces prior PTO policies.

B. Eligibility

Salaried field management employed by Towne Park, LLC, its subsidiaries, divisions, and affiliates (collectively the "Company" or "Towne Park").

Salaried field Management in the following states:
Alaska, California, Colorado, Illinois, Maine, Massachusetts, Nebraska, or Rhode Island.

Towne Park provides PTO benefits based on job classification and PTO is earned on an accrual basis based on hours worked.

Rehired associates are treated as a new hire for the purposes of PTO eligibility and accruals.

To qualify for PTO pursuant to this policy, you must be employed by Towne Park and categorized as a Regular associate.

Seasonal and Temporary associates are not eligible for this benefit.

If an associate qualifies for PTO under a site-specific plan, they will not qualify to receive PTO under this PTO policy or plan.

*Associates who become eligible for PTO under this policy during the benefit plan year will start to accrue PTO upon their change in status.

> Example: An associate is hired as a seasonal associate on January 5th. On March 20th, they are moved into a regular associate position. The associate will start to accrue PTO as of March 20th.

C. Waiting Period

New hires must wait 60 days from the date of hire to use PTO.

D. Increments of PTO Usage

Salaried associates must request PTO in four-hour increments.

E. Requesting and Taking PTO

Associates wishing to use PTO must submit a PTO request through Workday at least two weeks in advance of the requested date(s) unless such notice is not possible under the circumstances. Once submitted, the request will route to the associate's manager to approve. After the request is approved, the associate's balance will automatically be reduced. Approval for PTO is subject to scheduling and business demands, but we will make every effort to grant associates' PTO preferences. If too many associates request the same period of time off, preference typically will be given based on the manager's discretion. The Company also reserves the right to mandate the use of PTO in certain instances, to the extent permitted by applicable law.

After the request is approved and the PTO is used, the associate's balance will automatically be reduced.

Associates who need to use PTO due to unforeseen reasons such as illness must call in and notify their supervisor as early as possible, but at least two (2) hour prior to the start of their workday, except in cases of extreme emergency. Associates who call in sick for three (3) or more consecutive days may be required to provide their supervisor with a medical certification on the day they return to work, to the maximum extent permitted by applicable law.

The purpose of this policy is to help associates achieve work-life balance. Therefore, it is the goal of the company to encourage all associates to use their PTO benefits within the benefit plan year in which they are granted or accrued. Managers have access to their associates' PTO balance to help manage the utilization of associate PTO benefits.

An associate is required to use PTO hours according to his or her regularly scheduled workday. For example, if an associate works an eight-hour day, he or she would request eight hours of PTO when taking that day off. For salaried associates, PTO is paid at the same rate as regular pay.

F. Using PTO in Advance of Accrual

Associates accrue PTO based on hour worked. Salaried associates and management are allowed to use PTO in advance of accrual, and to have a negative balance of up to 40 hours. Any negative balance at the end of the calendar year will offset carryover amounts into a new calendar year.

G. Carryover

Associates can carryover PTO hours from the prior year of accrued PTO. Any balance carried over at the end of the calendar year will be included within the Maximum PTO Cap for the new calendar year. The allowed carryover hours may be specific to the state the associate works in.

H. PTO Cap

Once an associate's PTO bank reaches the Maximum PTO Cap based on their PTO eligibility, the associate will not be granted additional PTO until the associate uses PTO and falls below the Maximum PTO Cap. Any additional PTO granted once an associate falls below the applicable Maximum PTO Cap will be subject to the limits of the applicable annual PTO Grant.

> *EXAMPLE:* *If a field manager has 60 hours of PTO on December 31st, those 60 hours will remain in the associate's PTO bank and in the new calendar year, they will begin to accrue PTO based on hours worked. If they reach the maximum accrual, the accrual will stop until the associate has used PTO.*

I. Payment

PTO will generally be paid in the applicable pay period in which the PTO was taken at the associate's base rate of pay at the time of absence, unless otherwise required by applicable law. If an associate's request for PTO is submitted or approved late, i.e., after the associate has taken PTO, this may result in delayed payment for the PTO.

J. PTO Accrual and Use While on Leave

If an associate is on FMLA leave (or any applicable state equivalent), and/or any other approved leave, PTO accruals will cease until the associate returns to work. If an associate is on leave, any granted or accrued PTO must be used until all granted or accrued PTO has been depleted, unless otherwise required by applicable law. PTO cannot be used to extend the length of a leave of absence.

In order to qualify for paid leave benefits, associates must first fulfill a waiting period and meet other requirements (see associate handbook). This is the length of time between the onset of a qualifying disability and the time when benefits under the short-term disability program first become payable. For paid leave eligible associates, during this waiting period, associates who are eligible for PTO or who have sick time (available for use only if no or not enough PTO exists to cover the waiting period) may use this time to ensure pay during this waiting period. If an associate exhausts all PTO or sick time (if available) prior to the end of the waiting period, the balance of the waiting period will be unpaid time off until the STD payments begin.

For any Unpaid Leave of Absence, PTO must be used for the first 7 calendar days, if available.

K. PTO Balances at Time of Job Change

If an associate changes job classifications (either a promotion or a demotion), the associate will become eligible for PTO under the PTO policy applicable to their new job classification, at the accrual rate associated with their new classification. Any accrued or granted, unused PTO hours will remain in the associate's PTO bank and available for use by the associate and will also be taken into consideration for accrual and grant purposes in the associate's new position. Similarly, negative PTO balances will remain and will impact the associate's PTO accrual or grant in their new job classification. Any PTO taken after a change in job classification will be paid at the associate's current rate of pay, not the rate of pay from their prior job classification, unless otherwise required by applicable law.

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If an associate changes job classifications into a job classification that is not eligible for PTO (i.e. a seasonal or temporary position), any unused PTO will remain available to the associate for use in accordance with the terms of the PTO policy under which it accrued or granted. PTO is not paid out when an associate moves from a PTO eligible job classification to a job classification which is not eligible for PTO. Any PTO taken after a change in job classification will be paid at the associate's current rate of pay, not the rate of pay from their prior job classification.

PTO accrual will not be retroactive to any period when the associate was not eligible to accrue PTO.

L. PTO Balances at Time of Separation

Any PTO left in an associate's bank at the time of termination will be paid out at the applicable state minimum wage, or base rate of pay, whichever is higher and following the applicable state law based on the residence of the associate while employed by Towne Park. Associates may not use available PTO hours in lieu of providing notice of their intent to end their employment with Towne Park. Associates who do not provide two weeks' notice of their intent to end their employment will not be eligible for rehire.

M. PTO Accrual

Eligible associates accrue PTO each calendar year as outlined below. PTO accruals are available for use in the pay period following completion of 60 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Field Operations Management Accrual rate

Length of Service	Accrual Rate	Annual Maximum
60 days to < 1 Year	0.0385 hours per hour worked	80 hours
1 Years to <3 Years	0.0462 hours per hour worked	96 hours
3 Years to <5 Years	0.0654 hours per hour worked	136 hours
5 Years to <10 Years	0.0846 hours per hour worked	176 hours
10 Years or more	0.0962 hours per hour worked	200 hours