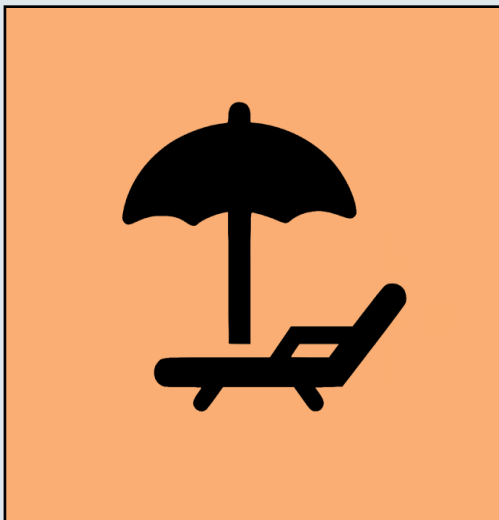


Enhanced PTO Policy

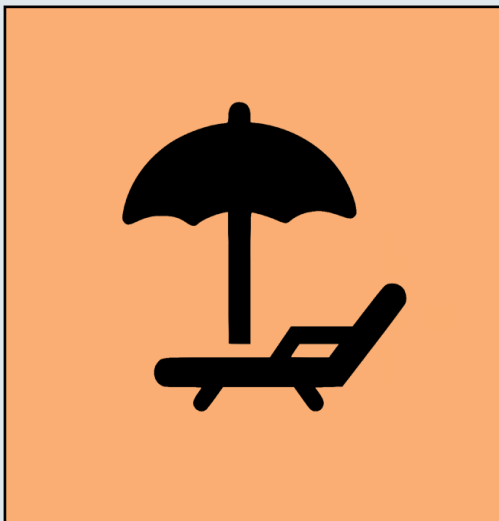
We are excited to announce our new and enhanced PTO Policy effective July 1st, 2021.

Please click on the icons below to review information on accruing, requesting, and using your PTO balance.



PTO Policy Update

Click here to review the company memo that announced the enhancements to the PTO policy



PTO Balance Review

Click here for an instructional guide on how to look up your PTO balances in the desktop or mobile app

Feel free to contact the Human Resources Department if you have any questions regarding your PTO balance or the updates to our PTO Policy. Additional training on this policy will be conducted in July 2021 for both employees and managers.



Memo

To:	All Blackwell Employees
From:	Human Resources Department
Cc:	President, CFO, Territory Managers, HR Administrator, Administrative Assistant
Date:	7/1/2021
Re:	PTO Policy Update
Attachment(s):	PTO Balance Review Instructions

Dear Blackwell Officers,

Have you been unsure how many PTO hours you've earned? Unsure when you can take them? Unsure how to submit a time off request? **Well, you're not the only one!**

We are excited to announce the enhanced Paid Time Off policy that goes into effect July 1, 2021.

Employees accrue PTO immediately, meaning no probationary period, based on the number of hours worked. PTO balances accrue throughout the first year of employment with a maximum amount of forty (40) hours. Upon the employee's one-year work anniversary, their PTO balance is made available to use. Employees are expected to use their available PTO balance before their next work anniversary.

However, if an employee cannot take all their PTO by their next anniversary, they can carry over a maximum of sixteen (16) hours of PTO into the next anniversary year. PTO balances over sixteen (16) hours must be used in the anniversary year available, or it will be forfeited. If unusual circumstances jeopardize the loss of PTO hours, exceptions can be made to carry over additional hours into the next anniversary period, pending manager recommendation and approval.

Employees who reach a consecutive five (5) year work anniversary will be recognized and rewarded with a maximum of eighty (80) hours of PTO each year. Congratulations to the Blackwell officers who have celebrated 5 or more years of service!

Employee's PTO balances will be updated after each payroll cycle. You can view your correct PTO balances and submit your time off requests in IPS. You do not need to submit a paper form anymore. Hooray!

Management reserves the right to delay a time off request depending on the company's business needs. When and if this happens, the employee will not lose PTO time; it will be granted at a mutually agreeable later date.

Time off requests for personal/vacation time must be submitted in IPS thirty (30) days in advance. All time off requests must be approved by the employee's supervisor prior to being used. If the time off request is approved, the manager will approve the request in IPS to properly document their absence on their timesheet. If the time off uses available PTO hours, the employee will be compensated after logging their request in IPS.

You can view your correct available PTO balance in IPS as of 7/1/2021. Instructions are provided in a separate attachment.

Please review your PTO balance in IPS and contact Human Resources with any questions you have.

The updated policy empowers employees to thoughtfully plan vacation and personal time throughout the year. We are excited to promote and support this company sponsored benefit that is available to everyone.

To ensure everyone is trained how to submit time off requests in IPS, Blackwell, Inc. will host mandatory training during the week of 7/19/21 through 7/23/21. The training will cover how to submit time off requests in IPS and how to review the status of your request. Managers will also learn how to review, approve/reject requests, and reassign the shift hours to a different employee.

A separate email will be sent that allows employees to register for the training session of their choice.

Please allow this company memo to act as sufficient evidence that existing Blackwell employees were made aware of the policy update. Managers, Supervisors, and Leads should ensure this information is forwarded to your teams via the property Pass Along Book and/or other communication means associated with your location.

Sincerely,

Human Resources

HR@Blackwellinc.com

Office: 314-993-3800 x 4

Fax: 314-993-3803



BLACKWELL
SERVICES, INC.

PTO Balance Review

[Back to First Page](#)

Desktop Access

Log into IPS
From your home screen,
scroll down until you see
"My Accrual Balances"

The screenshot displays the desktop interface of the IPS system. At the top, there is a 'Start' button with a star icon. Below it, three main navigation icons are visible: 'My Information' (person icon), 'My Time' (clock icon), and 'My Schedule' (calendar icon). A blue speech bubble with a downward-pointing arrow is positioned over the right side of the interface, containing the text 'Scroll down.' and a long blue arrow pointing downwards. The main content area is divided into three panels: 'My Timesheet' (showing the date Wednesday, Jun 30, 02:19 PM [CDT], and buttons for 'Clock In', 'Clock Out', and 'Change Cost Center'), 'Announcements' (displaying 'No Data to Display'), and 'Company Contacts' (a table with columns for Name, Title, Email, and Phone, listing Shinika Hudson).

★ Start

My Information My Time My Schedule

Scroll down.

My Timesheet

Wednesday, Jun 30
02:19 PM
[CDT]

Clock In Clock Out Change Cost Center

Announcements

No Data to Display

Company Contacts

Name	Title	Email	Phone
Shinika Hudson		shudson@blackwellinc.com	773-812-8647

Hooray! You've scrolled down to the right spot.

 My Accrual Balances 

REQUEST PTO

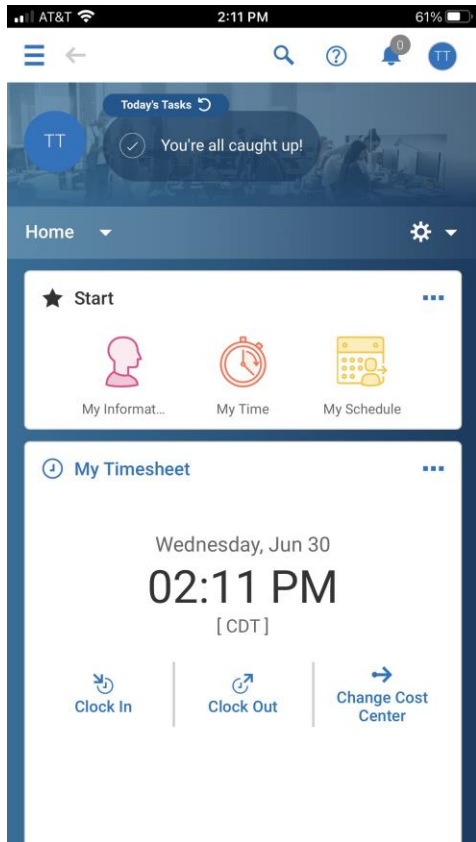
PTO ⓘ
32.46 hours available
Apr 23, 2021 - Apr 23, 2022

← **“PTO” = Hours available to use.**

PTO Accruing - Not Available ⓘ
0.46 hours available
Apr 23, 2021 - Apr 23, 2022

← **“PTO Accruing – Not Available” = Hours unavailable until next work anniversary.**

Mobile App Access



Log into
HCMToGO mobile
app.

From the home
screen, scroll
down until you
see "My Accrual
Balances".

"PTO" — Hours
available to use.

"PTO Accruing —
Not Available" —
Hours unavailable to use
until next work
anniversary.

