letter or package is determined to be personal and is not considered detrimental to the employee or to DLC, as a courtesy, it will be delivered to the employee to whom it is addressed. However, any letter or package delivered to DLC that is found to be inappropriate will be marked “return to sender” and returned to the carrier (US Postal Service, Federal Express, UPS, etc.) for disposition or, if necessary, turned over to law enforcement.

8:7 Return of DLC Property

Employees are expected to return all DLC-issued property in clean and good condition if they are terminating employment or the property is no longer needed. This includes, but is not limited to all manuals, guides, documents, files, phones, computers, equipment, keys, fobs, and tools they may have also received.

DLC reserves the right to:

- Receive financial reimbursement for the cost of any DLC property items not returned at time of termination or if lost and/or stolen
- Take any lawful action necessary to recover or protect DLC property

Section 9
Leave and Time Off

9:1 Paid Time Off

DLC is committed to providing its eligible employees with paid time off (PTO) for their wellbeing. Accordingly, all PTO permitted under this policy is exclusively designed to be used for vacation, to attend to personal matters, or for illness. It is the employee’s responsibility to accurately track, monitor, and manage their available PTO balance. Employees are expected to review their PTO hours regularly and ensure they have sufficient time available before submitting requests or taking leave. PTO has no cash value; therefore, upon termination of employment, regardless of reason, employees will not receive any reimbursement for unused PTO. PTO is not vested per DLC policy.

Employees scheduled to work less than 40 hours per week but at least 20 hours per week will have PTO, prorated based on their scheduled hours. Employees scheduled to work less than 20 hours per week are not eligible for PTO. PTO is based on scheduled hours, and length of service. Scheduled hours are defined as the scheduled hours an employee has been hired to normally work for a given position.

PTO is credited to an employee’s PTO balance on a per-pay-period basis and will begin accruing on the employee’s first day of employment. The per-pay-period accrual is calculated by dividing an employee’s annual PTO allowance by the number of pay periods in a year (typically 26). PTO may be carried over from one year to the next without limitation. Accrual will stop when an employee reaches their full PTO allotment as determined by years of service.

Paid leave will not be credited to an employee’s PTO balance during any leave of absence, including leave qualified under the Family Medical Leave Act (FMLA), Military leave, or disability leave. The following distributions are applied based on the employee’s anniversary date:

Years of Employment	Annual PTO Allowances (40-hour work week)
1 and 2	120 hours or 15 days (4.615 hours per pay)
3 and 4	160 hours or 20 days (6.154 hours per pay)
5 or more	200 hours or 25 days (7.692 hours per pay)

Employees must contact their supervisor at least two (2) hours before the start of their scheduled shift if they are unable to work. Employees must notify their supervisor each day they are absent from work due to illness.

Notification by a co-worker is not permitted. An employee's supervisor may request a physician's note for any unplanned absences due to illness if the employee calls out for three or more consecutive days. Employees must use PTO when they are unable to complete a full work week. Repeated use of unplanned leave may be viewed as abuse of the leave system. It is the employee's responsibility to establish legitimate illness, injury, and tardiness reasons in order to receive unplanned PTO. Any employee who misuses the PTO policy may be subject to disciplinary action, up to including termination.

PTO During Resignation/Notice Period: If PTO has been approved and scheduled prior to giving notice of termination, and the PTO is to take place during the resignation period, the notice period will be extended by the length of the PTO. Employee illness during the notice period will require a physician's note and, if provided, will not be counted toward the notice period.

Exempt employees are required to use PTO in one-half day increments. Non-exempt employees are required to use a minimum of 0.5 hours or more of PTO.

Additionally:

- Employees must request the use of PTO a minimum of thirty (30) days in advance
- PTO may be used only as it accrues. PTO cannot be used beyond the hours an employee has accrued. Negative PTO balances are not allowed.
- Approval of PTO requests is at the discretion of the supervisor and is based on program needs.
- Any requests for PTO that exceed two (2) weeks in any given thirty (30) day period must be approved by the Service Director and Human Resources.
- Leave without pay is not permitted unless all PTO has been exhausted and is due to FMLA, hurricane, or by the Service Director and Human Resources.
- Employees who experience status changes which exclude them from receiving PTO will forfeit their PTO balance upon the effective date of the change.

New employees

(i.e., those considered to be in their first year of employment as (a) first- time employees with DLC or (b) those who were previously employed by DLC but returned after more than one year): New employees will begin accruing PTO on their first day of employment. PTO may be used only as it accrues.

9:2 Holidays

Employees who work 20 or more hours per week are entitled to receive holiday pay for the following eight *(8)* observed and two (2) floating holidays. *Employees scheduled to work less than 40 hours per week will have holiday hours prorated based on their employment status.*

The following holidays are observed each year:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

Holidays will be observed on the day they occur, except as follows: Holidays which fall on a Saturday will be observed on the preceding Friday; holidays which fall on a Sunday will be observed the following Monday. The only exception is when Christmas Eve falls on a Sunday, then it will be observed on the preceding Friday.

Floating holidays are granted on a calendar year basis. Employees hired before January 1st will be eligible to receive two floating holidays in the ensuing calendar year. If hired after January 1 but before July 1, employees are eligible for one floating holiday during that year. If hired after July 1, employees are not eligible to receive any floating holidays until the next calendar year. One day will be issued in January and one day will be issued in July. Use of the floating holiday must be requested through DLC's web-basedtimekeeping system and used in accordance with the following guidelines:

- They must both be used by December 31st or they will beforfeited
- You must be actively employed at the time of distribution
- Must provide 30 days' notice
- Partial days may not be used

The following will apply to observedholidays:

- Employees required to work on a paid holiday will be compensated at their regular rate for the actual hours worked and will also receive pay equal to one (1) regular day's pay for the holiday.
- Employees whose regular day off occurs on the same day as a paid holiday, will receivethe equivalent of one (1) regular day's pay for the holiday.
- An employee who has requested PTO (planned or unplanned) when a paid holiday occurs will receive holiday pay for that day and will not have PTO hoursdeducted.
- Any employee who is on a leave of absence, FMLA or Military FMLA, disability leave, or unpaid administrative leave ***is not*** entitled to holiday pay.

9:3 Non-vesting Disability

DLC recognizes the need for financial security in the event of personal illness or disability lasting beyond one work week. Therefore, DLC offers eligible employees non-vesting disability leave for their own personal illness or disability.

Non-vesting disability will take effect after the use of one work week of paid and/or unpaid leave following the onset of illness/disability. Once the disability leave balance has been exhausted, the employee will be required to use any available PTO. Proper medical documentation to support the illness/disability and approval will be required prior to use of disability leave.

Full-time eligible employees are credited with three (3) hours per pay period of non-vesting disability leave up to a maximum of 240 hours. Part-time employees scheduled to work at least 20 hours per week, but fewer than 40 hours per week, will accrue hours on a pro-rated basis.

The following are Non-Vesting Disability leave restrictions:

- Crediting of non-vesting disability is suspended during periods of disability and/or approved leaves of absence.
- Employees who experience status changes which exclude them from receiving this benefit will