



POLICY UPDATES FOR THE 2025 TPI ASSOCIATE HANDBOOK

- **PTO will be calculated based on all hours worked. For example, if an associate works 42 hours in a specific week, 42 hours will be used when calculating PTO, but the 1 hour of additional pay for overtime will not be used when calculating PTO.**
 - *“PTO pay is determined by using an associate’s length of service factor x actual hours worked during their preceding year.”*
- **Manager promoted into pay classes 7, 8, or 9 will receive a prorated amount of PTO based on the relationship to the associate’s anniversary date.**
 - *“If a current associate is promoted into pay classes 7, 8, or 9, a prorated amount of PTO based on where the associate is in the current anniversary year would be awarded, in addition to any unused PTO for the same anniversary year.”*
- **A typo from the 2024 Associate Handbook clarifies the six-month and one-year PTO hours available by adding, “up to”.**

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| ○ <i>Year of Anniversary</i> | <i>Hourly Associates</i> | <i>Salaried Associates</i> |
| ○ <i>At 6 months</i> | <i>up to 40 hours</i> | <i>5 days</i> |
| ○ <i>on your first-year anniversary</i> | <i>up to 80 hours</i> | <i>10 days</i> |