

March 19, 2020

Memo

To: All Employees

From: Matt Greene

Subject: Temporary PTO Policy

The COVID-19 pandemic may create personal hardships due to illness or in the event of a mandatory or precautionary quarantine. To help manage that impact on PTO balances, the following temporary PTO policy is now in effect:

- Employees will be allowed to carry a negative PTO balance and to take additional PTO based on the following guidelines:
 - If you are subject to a mandatory or precautionary quarantine or if Safe Flight is forced to temporarily close, you may continue to charge PTO even if you have a negative account balance.
 - You will continue to receive pay during either of these events.
- You may use either accrued PTO, or carry a negative PTO balance, due to illness or emergency. Submit a request to your supervisor before the event, if possible.
- The maximum value of negative PTO is equal to one year's accrued PTO. For example, if you are eligible for two weeks accrued PTO (or 80 hours), the maximum negative PTO would be 80 hours. Any additional PTO must be taken as time off without pay. A positive PTO balance must be achieved by the end of 2021.