



# TIH Time Off Guide

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TIH time off type*	When is the time off type used at TIH	Max duration of benefit at TIH**	Who is eligible?	Who initiates time off in Workday
<b>Vacation</b> <i>(Carryover is included in vacation as a beginning year balance and does not impact annual vacation accrual maximum.)</i>	Personal time away from work. Workday will automatically reduce balances in the following order: 1. Special agreement 2. Vacation 3. Purchased vacation	See <a href="#">Vacation Accrual Matrix</a>	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Special agreement</b>	Treated like vacation. Workday will automatically reduce balances in the following order: 1. Special agreement 2. Vacation 3. Purchased vacation	As defined. Heritage SunTrust grandfathered vacation will be reflected (no action is needed by manager or teammate).	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Vacation purchased</b>	Treated like vacation. Workday will automatically reduce balances in the following order: 1. Special agreement 2. Vacation 3. Purchased vacation	Up to 96 hours (but can only be purchased in 8-hour day increments during annual enrollment)	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Service recognition day</b>	For teammates who are in a 5-year, 10-year, 15-year, 20-year milestone anniversaries	8 hours for 5 years 16 hours for 10 years 24 hours for 15 years 32 hours for 20 years	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Service recognition week</b>	For teammates who are in their 25-year milestone anniversary year and every 5-year milestone thereafter	40 hours	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Well-being</b>	Personal well-being time away from work	8 hours	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager

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<b>Sick time off</b>	For personal sickness or sickness in the family	80 hours	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Paid sick time off</b>	For personal sickness or sickness in the family	For non-exempt teammates: One hour accrued for every 30 hours worked, max of 80 hours For exempt teammates: One hour accrued for every 30 hours scheduled to work, max of 80 hours	Regular teammates with 0-19 scheduled weekly hours in Workday or temporary teammates on TIH payroll	Teammate or manager
<b>Unpaid personal/sick time off</b>	For personal sickness or sickness in the family after sick time off is exhausted for exempt or non-exempt teammates. For personal reasons after vacation is exhausted.	N/A	Regular, non-exempt teammates with 40 scheduled weekly hours in Workday	Teammate or manager
<b>Unpaid personal/sick (Full day required for exempts)</b>	For personal sickness or sickness in the family after sick time off is exhausted for exempt or non-exempt teammates. For personal reasons after vacation is exhausted.	N/A	Regular, non-exempt teammates with 40 scheduled weekly hours in Workday and all exempt teammates	Manager only
<b>Workers' comp (Unpaid)</b>	Teammate is absent for an injury/illness sustained at work after sick time off has been exhausted. A workers' compensation claim must be filed and accepted as a compensable claim.	N/A	Regular, non-exempt teammates with 40 scheduled weekly hours in Workday, temporary teammates on TIH payroll with 40 scheduled weekly hours, and all exempt teammates	Teammate or manager

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<b>Emergency closing or late open/early close</b>	Closings of the teammate's or office for emergencies or inclement weather	N/A	All teammates	Teammate or manager
<b>Inclement weather time off</b>	When the teammate's or office is not closed for inclement weather, but the teammate, along with the teammate's manager, agree that it is not safe for the teammate to travel into work.	N/A	All regular teammates	Teammate or manager
<b>Natural disaster</b>	Assessment and recovery when a teammate's community incurs extensive damage or loss to property as a result of a natural disaster. Must be pre-approved for use by executive management.	N/A	All regular teammates	Teammate or manager
<b>Military service time</b>	First 15 business days of military service.	120 hours, dependent on orders	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Unpaid military</b>	<p>After exhausting military service time (First 15 business days) and teammate needs to be out for military service.</p> <p>Teammate may be eligible for supplemental pay if military pay is not equal or greater than TIH pay.</p>	Dependent on orders	<p>Regular, non-exempt teammates with scheduled weekly hours of 40 in Workday and all exempt teammates</p> <p>Regular, non-exempt teammates with 20-39 scheduled weekly hours in Workday: Contact benefits administration at 800-716-2455, option 3</p>	Teammate or manager
<b>Bereavement for immediate family</b>	Within one year of the death of an immediate family member	80 hours per occurrence	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager

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<b>Bereavement for other relatives</b>	Within one year of the death of a relative	24 hours per occurrence but max of 80 hours total in calendar year	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Community/dependent education involvement</b>	To volunteer for any community-related project of a teammate's choosing or to participate in a dependent's education	16 hours	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Comp time</b>	Management may grant exempt teammates time off as a way to compensate them when they have been required to work significantly more than their scheduled weekly hours. This time off should be granted in very limited and extenuating circumstances.	N/A	Exempt teammates	Teammate or manager
<b>External continuing education</b>	For teammates who are required to take courses/classes outside of TIH for continuing education credits that are required for their job at TIH	N/A	Regular teammates with scheduled weekly hours of 20-40 in Workday	Teammate or manager
<b>Floating holiday</b>	When the holiday schedule grants a floating holiday or when an exempt teammate is required to work on a scheduled holiday	Dependent on annual holiday schedule	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Jury duty</b>	When the teammate serves for jury duty when called	N/A	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager

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<b>Peak Health time off</b>	When the teammate participates in appointments for TIH wellness program	N/A	Regular teammates with 20-40 scheduled weekly hours in Workday	Teammate or manager
<b>Move/relocation (Pre-approved)</b>	For company-required relocations	N/A	All Regular teammates	Teammate or manager
<b>New parent time off</b>	Within one year to bond with a new born or newly adopted or placed foster child.	400 hours	Regular teammates	Teammate or manager Teammate/manager should contact Teammate Care at 800-716-2455, option 3, before using this time off.
<b>Reward time off</b>	Management may grant teammates paid time off to recognize a special day or achievement.	N/A	All teammates	Teammate or manager
<b>Voting time off</b>	For teammates to exercises their right to vote. All teammates are encouraged to vote before or after their scheduled work shift if possible. If, however, it is not possible, up to three hours paid time off is provided to vote in elections. Time off should be coordinated with manager in advance of taking this time off.	3 hours per occurrence (not pro-rated)	All teammates	Teammate or manager

\*All time off types except the accrual-based sick plan are available for use date of hire or Jan. 1 of each calendar year. There is no minimum increment of time in which a time off type may be used. With the exception of vacation and the accrual-based sick plan, all time off expires at the end of a calendar year. Up to 40 hours of unused, accrued vacation will automatically roll over to a new calendar year. All unused, accrued vacation automatically rolls over to a new calendar year for teammates in California and Colorado. Under the accrual-based sick plan, up to 80 hours of accrued but unused sick time may roll forward to a new calendar year.

\*\*For regular, full-time teammates. If hours are listed, the benefit is pro-rated for regular part-time teammates with scheduled weekly hours in Workday between 20-39.

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