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|-----------------------|---------------------|--|----------------|
| <b>Policy:</b>        | Paid Time Off       | <b>Policy Reference and Revision Number:</b> | HR 008 Rev 001 |
| <b>Department:</b>    | Human Resources     | <b>Effective Date:</b>                       | 05/15/2023     |
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## PURPOSE

To allow full-time employees Paid Time Off (“PTO”) from work that can be used for personal activities of their choice.

## POLICY

BWC Terminals (the “**Company**”) provides each employee (excluding employees under a collective bargaining agreement (the “CBA”) unless agreed upon in the CBA) the following amounts of PTO hours per calendar year, paid at the employee’s base rate of pay, to cover absences from work for vacation, personal or family illness, doctor appointments, school, volunteerism, and other personal activities of the employee’s choice, based on the years of service from the Company anniversary benefits date:

| YEARS OF SERVICE   | ANNUAL PTO HOURLY ALLOWANCE | MONTHLY PTO HOURLY ACCRUAL |
|--|-----------------------------|----------------------------|
| 0 – 2 years *  | 120 Hours                   | 10.0 Hours                 |
| 3 – 9 years  | 160 Hours                   | 13.3 Hours                 |
| 10 – 19 years  | 200 Hours                   | 16.6 Hours                 |
| 20 or more years   | 240 Hours                   | 20.0 Hours                 |
| <ul style="list-style-type: none"> <li>▪ Terminations within ninety (90) days of a hire date reset PTO accrual to zero “0”.</li> </ul> |                             |                            |

## PTO USAGE

1. For employees unable to work due to a medical condition or injury and have elected Short Term Disability, employees are required to use PTO for the initial forty (40) hours off work; provided, however if forty (40) hours of PTO are unavailable, the initial forty (40) hours will be considered Leave Without Pay.
2. Annual eligibility amounts will be pro-rated based upon the employee’s eligibility date for PTO benefits.
3. PTO accruals are based on paid work hours up to 2,080 hours per calendar year, excluding overtime; provided, however PTO does not accrue while an employee is on a leave of absence under short-term disability, a Family Medical Leave Act event, or similar events.
4. Exceptions to this policy must be approved in advance by the Vice President or Senior Vice President of the Department.
5. Negative PTO balances at the time of separation from the Company are required to be paid back on the final paycheck if permitted by and consistent with state law.
6. PTO is not considered hours worked and the time is not included for net overtime calculation.

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### **PTO REQUESTS**

- PTO requests should be scheduled in advance with the employee's immediate supervisor with a minimum of 24 hours' notice and cover their scheduled work hours.
- PTO requests must be at least two (2) hours at a time.
- PTO requests may be denied due to business needs and/or employee PTO balances in excess of accrued time.
- PTO Carryover is limited to eighty (80) hours per calendar year.

### **CONFLICTS WITH LAW**

To the extent that this Policy conflicts with federal, state, and local laws or regulations, the policy shall be deemed amended for application within the relevant jurisdiction to comply with local laws and regulations.