PTO COVID-19 TIME-OFF

Employee Guidelines

As your employer, Velocity is sensitive to employee conditions and concerns regarding the COVID-19 pandemic. We understand there are a variety of situations that need to be considered when determining employee work schedules. We are trying our very best to balance the needs of everybody: employees, family members, members and the community at large.

Be advised that Velocity is committed to maintaining our full workforce and there are no plans for any type of reduction in staff or compensation levels.

First and foremost: we need employees who can work on-site or off-site to do so if they can. Nobody should work on-site if they have any of the COVID-19 risk factors, of course.

On-site Work

Not all work is conducive to being done remotely, therefore, some positions and employees will need to remain at specific locations. If you are able to work and not considered high-risk for COVID-19, as defined by the CDC, we expect you to do so and we will take every precaution available to keep you safe in the workplace. Velocity will continue to follow governmental advisories on workplace safety and continuation of essential community services such as those offered by financial institutions.

Remote Work

We have deployed remote work stations and will continue to deploy more on a daily basis for use by those employees who are able to perform their work remotely. If you can work effectively from home, and you have been approved and equipped to do so, we need you to do that. Many of you may have health risk factors or other factors that require you to be at home. But you still may be able to work. If you can, please do. We will be contacting more of you about this option later in the week.

Travel

If an employee chooses at their own discretion to travel by way of mass transit (example: airplane, train, bus, etc.), or to voluntarily subject themselves to similar COVID-19 risks that would require quarantine, he/she will not be allowed to return to any Velocity workplace for 14 days after their return or exposure. In these instances, you will be required to use your available PTO for your absence. If emergency travel is required, please discuss with your SVP, EVP or HR management for additional considerations. Again, do not come to work if you have any COVID risk factors.

Non-COVID-19 Leave/PTO

If an employee elects not to work or has an illness not related to COVID-19 issues (i.e. takes normal "sick or vacation" time), they should follow our regular policies and procedures for taking PTO.

ELIGIBILITY FOR USING PTO COVID-19 ACCRUAL CODE

In order to accommodate some specific COVID-19 pandemic employment situations, we created a special PTO code for paid time off, **PTO COVID-19**. Using this code will allow employees to be paid their normal, regular rate of pay for time away from work that is due to certain COVID-19 conditions (details listed below). The PTO COVID-19 accrual code will not deduct from your existing PTO accrual bank and is not eligible for overtime pay and will only be used for the schedule you would normally work.

Employees with the following conditions are eligible to use the **PTO COVID-19** accrual code for time away for COVID-19 related incidents when they are unable to work remotely.* (In some of the scenarios listed below, an employee might be equipped and able to continue to work remotely *and should do so*.)

- Have symptoms of COVID-19 as defined by the CDC and other agencies (signs or symptoms of respiratory infection such as cough, shortness of breath, sore throat, fever)
- Have been advised by a health care provider to self-quarantine because of COVID-19 concerns
- Employees who cannot work remotely and who have high risk conditions as identified by the CDC including:
  - Older adults (65+)
  - People with serious medical conditions including heart disease, diabetes, and/or lung disease
  - People with asthma
  - People with HIV
  - Pregnant women

- In the previous 14 days, have had contact with someone with a confirmed diagnosis of COVID-19 or is under investigation for COVID-19
- Have been instructed by a medical professional or government agency to quarantine
- Needs to care for a son or daughter whose school or childcare service are closed due to COVID-19 precautions and has no other childcare arrangements available
- Have been asked by Velocity management not to come in to an office for COVID-19-related reasons (excluding travel as described above) *and* cannot work remotely
- Is unable to work or remote work due to a need to care for a family member or individual who is subject to a quarantine or isolation order by the government or a health care provider related to COVID-19 or has been has been diagnosed with COVID-19

Childcare

Velocity is sensitive to the needs of parents who have the added responsibility of caring for their child(ren) during work times when schools and childcare facilities are closed. Parents who do not have the ability to work remotely, but MUST spend time at home to care for their child(ren), will be allowed to utilize the special PTO COVID-19 code. Parents who do have the ability to work remotely are eligible to use PTO COVID-19 time for certain intermittent circumstances. These situations will be reviewed on a case-by-case basis. Please contact HR management directly for more information.

*Please see HR management if other situations may apply and are not listed.

HOW TO SUBMIT A PTO COVID-19 TIME-OFF REQUEST

PTO COVID-19 requests can be made using the Employee Self Service (ESS) on the mobile app or the desktop version. Simply request the PTO the same way you normaly would, using the appropriate accrual code.

STEP 1

In Paycom Employee Self-Service (ESS) mobile, click on the **Time-Off Requests** tile and then click **Request Time Off**.

STEP 2

In the **Time-Off Request** calendar, choose the appropriate date or click on the green circle to add a time off request.

STEP 3

In the **Add Time-Off Request** box, fill in the following:

1. Fill in hours per day or leave default as is.
2. Choose **Type** as PTO COVID-19.
3. Enter **Date** or range of dates.
4. Enter a reason for request. This field is mandatory to submit request.
5. Click **ADD REQUEST**.

* You will notice the **Projected Net Available** will show either zero hours or a negative balance.

STEP 4

Proceed to submit time off request. Click **ADD REQUEST** to submit.