# Flexible Time Off (FlexTO) FAQ

## Flexible Time Off (FlexTO)

### What is FlexTO?

The Flexible Time Off (FlexTO) plan provides associates with the flexibility to take time off as needed to integrate work and life, while managing their time and work responsibilities. With FlexTO, there are no minimums, maximums, or set balances of available time off for associates to use in a given year. Supervising managers will continue to review and approve time off requests based on business needs.

### Who is eligible for FlexTO?

Campus salaried associates (market-level and above) are eligible for FlexTO.

### Are there any limits to how much time off associates can take at a time with FlexTO? Could an associate take two weeks off in a row, for example?

Associates can take more than one week at a time, as long as their manager approves, and they are meeting their business goals. Managers should consider the work that needs to be done and whether there is sufficient coverage when deciding whether to approve longer stretches of PTO.

### Can FlexTO be used in place of a leave of absence (LOA)?

FlexTO should not be used as a substitute for taking an LOA. Associates should contact their manager and/or people partner if they need to be absent from work for more than three continuous days so they can help determine whether the associate is eligible for an LOA. Associates can use up to 14 days of FlexTO when they are on an unpaid leave of absence. Associates may not use FlexTO directly after exhausting disability, parental, or family care pay benefits.

### How do time off requests work with FlexTO?

To make sure associates have flexibility to enjoy a reasonable amount of paid time off, they should give their manager as much advance notice as possible if they would like to take FlexTO. Individual managers may also have requirements for how far in advance their associates need to request planned FlexTO. When planning time off, associates are expected to collaborate with their manager to make sure their team has an opportunity to take time off without disrupting business operations. Associates are also expected to delegate, postpone, or otherwise manage their work that will be affected by their time off and avoid taking planned time off that negatively affects their work and team.

### Are there any requirements to track FlexTO usage?

We encourage associates to track their PTO usage to help them and their supervisor manage their time off and the time off for their team. Associates can use available tracking tools to help manage their time off. Tracking PTO usage is not required, except in Arizona, California, Massachusetts, and Minnesota where associates must use **GTA Portal** to track their time off.

### Will associates be paid out for any PTO days if they leave the company?

On the FlexTO plan, paid time off is not earned or accrued. No amount of FlexTO will be paid out to an associate upon termination regardless of how much PTO they may or may not have taken before their final day. If an associate leaves the company, they cannot use FlexTO during their notice period, unless the absence is for a reason for which time off is required by law or company policy.

### What should managers do if an associate is requesting too much FlexTO?

It is the responsibility of managers to collaborate with their associates to make sure they are balancing the needs of the business with their associates' needs. Approval of associates' time off requests should be based on the reason for the request and the manager's review of appropriate business considerations (e.g., the needs of the team, associates' work performance, ability to meet work commitments and important deadlines, other team members' time off during the same time). At times, managers may deny an associate's request or ask them to postpone use of their FlexTO due to business considerations.

If an associate's use of FlexTO is impacting their performance, managers should address the performance issues directly in regular performance conversations with their associates.