

# ATO Policy

Effective March 1, 1997

**Purpose:** Accumulated Time Off (ATO) is a policy to help balance work time for employees in business units subject to cyclic manpower fluctuations. This is primarily the case for those employees working in the field or in support of field work. Under this plan, eligible employees can "bank" hours worked over 40 per week and use these to take time off during less busy periods.

## 1) Eligibility

The following classifications of employees are eligible to receive ATO subject to the restrictions stated below and in paragraph 2.

- a. Salaried employees classified as technicians or test leaders. Technicians include field techs, lab techs, instrument techs, assembly techs, packers, and shippers.
- b. Other salaried employees only when performing the job functions listed above. All ATO earned in this way must be approved, in writing, by a team leader. The approval must be submitted with the employees time sheet to be credited.

## 2) Exclusions

The following classifications of employees are ineligible from receiving ATO.

- a. Hourly employees
- b. Voluntary withdrawals. Employees may voluntarily withdraw from the ATO program. A current list of employees in this category is maintained by HR.

## 3) Negative ATO

Negative ATO is discouraged at all times. Employees are not allowed to accumulate more than 40 hours negative ATO. When the 40 hour limit is reached, arrangements must be made to pay back the time through payroll deductions or other means. Negative ATO balances shall not be maintained for more than six months.

## 4) Accumulated ATO

ATO is accumulated up to 80 hours. ATO above 80 hours is paid. Team leaders have the responsibility to keep paid ATO levels within reasonable bounds and may require employees with high ATO to take time off during slow periods. This may mean employees drop below the 80 hour threshold.

Based on the criteria listed in Section 1 above, Human Resources maintains a list of those eligible to receive accumulated time. All employees not listed must submit written team leader authorization for ATO hours with their timesheet. Employees listed above with divided job descriptions may claim ATO only for time spent on eligible activities as defined in Section 1.

New employees or current employees changing job descriptions or status may be added to or deleted from this list by notifying Human Resources in writing. New employees will automatically be considered ineligible for ATO unless notified otherwise by the team leader. The Accounting Department will not process changes without prior approval from HR.