

Engility **U.S. Based** New Hire PTO Accrual and Carryover Schedule

Years of Service	Employment Status	Accrual Rate	Accrual Caps
0-4 years of service	FT 40 Hours	120 hours or 15 days per year	240 hours
	PT 30-39 Hours	90 hours per year	180 hours
	PT 20-29 Hours	66 hours per year	132 hours
5+ years of service	FT 40 Hours	160 hours or 20 days per year	320 hours
	PT 30-39 Hours	120 hours per year	240 hours
	PT 20-29 Hours	88 hours per year	176 hours

Engility **International** New Hire PTO Accrual and Carryover Schedule (International employees have their holidays folded into PTO)

Years of Service	Employment Status	Accrual Rate	Accrual Caps
0-4 years of service	FT 40 Hours	200 hours or 25 days per year	400 hours
	PT 20-39 Hours	150 hours per year	300 hours
5+ years of service	FT 40 Hours	240 hours or 30 days per year	480 hours
	PT 20-39 Hours	180 hours per year	360 hours

Personal Time Off (PTO) for Full Scope Poly Clearances (FSP):

As of January 1, 2017, U.S.-based benefit-eligible employees with Full Scope Polygraph (FSP) clearances are eligible for a minimum of four weeks (20 days) of PTO per year. Additionally, the PTO accrual rate will increase one day for every two years of service up to 10 years, to a maximum of five weeks (25 days).

Qualifications to receive the additional PTO benefit for FSP cleared employees include:

- You must be in a full-time or part-time employment status and possess an active FSP clearance verified by Program Management and Security.
- Service credit will be adjusted (subject to HR verification) for rehires with an active FSP clearance returning to the company within two years to a full-time or part-time employment status,

Certain states have additional rules governing leave. To the extent those state or local laws provide a greater benefit to the employee than this policy, those laws shall apply.

Engility FSP (high level clearance) PTO accrual and carryover schedule:

Years of Service	Employment Status	Accrual Rate	Accrual Cap
0-2 years of service	FT 40 hours	160 hours or 20 days per year	320 hours
Every 2 service anniversary	FT 40 hours	Additional 8 hours to a max of 40 hours	336-400 hours

General PTO

Q: What is the Part-Time PTO accrual rate be?

A: Benefit eligible employees normally scheduled to work 30 to 39 hours have an accrual rate equal to 75% of the full-time accrual rate. Part Time employees working 20-29 hours per week will have an accrual rate equal to 55% of the full-time accrual rate.

Q: Will I be able to borrow against expected PTO accrual for the year and go negative?

A: If an employee has exhausted their PTO balance and requests additional time off, management at their discretion, may approve an advance of PTO hours not accrued, up to a maximum of 40 hours.

Q: Does my PTO balance get paid out if I leave the company?

A: Yes. Any accrued but not used PTO balance will typically be paid out if you terminate your employment with Engility – unless otherwise restricted by the contract.

Q: How often do I accrue PTO?

A: You accrue PTO on the last day of each pay period.

Q: Will the PTO policy allow me to cash out PTO from my balance?

A: Engility does not accept requests for PTO cash outs. Exceptions may be made under the Leave of Absence Policy and are explained in that policy.

Q: Will I be able to donate hours from my PTO balance to another employee in need?

A: Yes. Employees may donate accrued PTO to a general pool on a tax-preferred basis. Employees that present a need for a PTO Donation will apply for a donation from the general pool. Donations made under this program will not be included as taxable income to the employee donating leave.

Holidays (U.S. Based Employees excluding SCA)

Q: What is the holiday schedule?

A: There is a 6/4 split (6 fixed holidays and 4 floating holidays). The 4 floating holidays are allocated as 2 days at the beginning of the year and 2 at the beginning of the third quarter. For new hires, the number of holidays is determined by your date of hire, as follows:

Floating holidays

Number determined by date of hire (DOH):

- 1Q: Two days at DOH + two days at start of 3Q
- 2Q: One day at DOH + two days at start of 3Q
- 3Q: Two days at DOH
- 4Q: Two days at DOH

Q: What are the fixed holidays?

A: The fixed holidays are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Q: I am sometimes scheduled to work on a fixed holiday due to customer requirements – can I take them later?

A: Yes, if you work on a fixed holiday you can “bank” that holiday (with prior manager approval) and take it later in the calendar year.

Q: I am a part-time employee. Will I get prorated holiday hours?


A: Yes. Part time employees working 20-29 hours per week will get paid for scheduled hours on fixed holidays if they fall on a scheduled work day, and will get 55% of the full time fixed and floating holiday allotment. Part time employees working 30-39 will get 75% of the full time fixed and floating holiday allotment.

Q: Do unused floating holidays get paid out or roll forward?

A: No, floating holidays must be used in the year they are provided.

Q: Where do I find my current PTO balance?

A: Go to Insight and, under Quick Links (left hand side), click on TESS (Time and Expense), and then click on “Time” (top left). Finally,

click on the “Leave” icon  and choose the “Leave Type” you are looking for.