



UIC CORPORATE HANDBOOK

UIC LEAVE WITH PAY: PAID TIME OFF – UICGS AUTEC ADDENDUM UIC-HR-4-6-109 REV 0

PURPOSE

The purpose of this addendum is to define the Paid Time Off (PTO) accrual rate for UIC Government Services and their subsidiary companies supporting the AUTEC contract. This policy is to be used in conjunction with the UIC Corporate Paid Time Off Policy.

SCOPE

All full-time employees employed in direct support of the AUTEC contract.

POLICY STATEMENT

The following policy provisions pertain to employees directly supporting the AUTEC contract.

ACCRUAL RATE

Full-time employees who are on paid status and are regularly scheduled to work 32 or more hours per week are eligible for Paid Leave. The length of AUTEC continuous service is based upon the total length of time the employee has been employed in the continuous service of any predecessor contractor(s) who carried out similar contract functions at the same federal facility. Paid Leave is accrued by pay period according to the following schedule:

Length of AUTEC Continuous Service	Days (8 hours)	Biweekly Accrual	Annual Hours
less than 2 years	15	4.62	120
2 to 2.99 years	18	5.54	144
3 to 4.99 years	19	5.85	152
5 to 9.99 years	20	6.16	160
10+ years	25	7.70	200

EXCEPTIONS

Exceptions to this policy require the employee to submit a written request to Human Resources or Designee with final approval by the Sr. Vice President, Chief Operating Officer, Chief Financial Officer or Chief Executive Officer/President.

REVISION HISTORY

Revision	Change Description	Author / Revised By	Approved By	Effective Date
	Original issue	UICGS HR	Sr. VP, Operations Michael Hundley	9/28/2022