



Paid Time Off (PTO) Policy

Genspace appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Genspace fully encourages employees to get this rest by taking paid time off (PTO). Genspace offers an unlimited vacation policy. Instead of a traditional vacation or sick day policy, you can request time off as you see fit. No vacation days will accrue, no time off will expire, and you won't see any mention of vacation time on your pay stubs.

We have adopted this policy because it embraces two key parts of our organization culture: trust in each other and a great work-life balance. We believe that in order to do your best work, you should get the time you need for rest, rejuvenation, or recovery. This policy is also based on a mutual trust between you, your team, your manager, and the organization as a whole.

Instead of accruing and tracking vacation time, you can simply plan the vacation time you'd like to take off with your manager and your team. The time off is yours to enjoy (or just there when you need it), as long as you follow the guidelines detailed below!

Uses

PTO may be used for vacation, general personal reasons, as well as absences due to:

1. The employee's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care including routine medical appointments;
2. The care of the employee's family member, who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care including routine medical appointments;
3. A family member needs personal care including:
 - a. to ensure the family member's basic medical, hygiene, nutritional, or safety needs are met;
 - b. to provide transportation to medical appointments if the family member is unable to meet those needs for themselves; or
 - c. to be physically present to provide emotional support for a family member with a serious health condition who is receiving inpatient or home care;
4. Closure of the employer's place of business by order of a public official due to a public health emergency or employee's need to care for a family member whose school or place of care has been closed by order of a public official due to a public health



emergency, inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;

5. The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence;
6. The employee or a family member of the employee being the victim of domestic violence/family offense matters, sexual offenses, stalking, or human trafficking including, but not limited to,:
 - a. To obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from domestic violence/family offense matter, sexual offense, stalking, or human trafficking;
 - b. To participate in safety planning, temporarily relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence/family offense matters, sexual offenses, stalking, or human trafficking;
 - c. To meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to domestic violence/family offense matters, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
 - d. To file a complaint or domestic incident report with law enforcement;
 - e. To meet with a district attorney's office;
 - f. To enroll children in a new school; or
 - g. To take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or employee's family member or to protect those who associate or work with the employee;
7. For parental reasons such as for the birth of a child, or for the placement of a child with an employee for adoption or foster care; or to care for a newborn, newly adopted, or newly placed child within one year of birth, adoption, or placement;
8. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
9. For bereavement for the death a family member;
10. For travel to and from an appointment, a pharmacy, or other location related to the purpose for which sick time was taken; or



11. Any other reason required by applicable paid sick/safe time/leave or similar law or ordinance.

For purposes of this policy, family member means a child, spouse, domestic/civil union partner, parent, sibling, grandchild, or grandparent of the employee or the employee's spouse or domestic/civil union partner, any other individual related by blood, marriage, civil union, or adoption to the employee, any other individual whose close association with the employee is the equivalent of a family relationship, and any other relation required by applicable law. The family members listed above are not limited to biological family members but also include step, foster, adoptive, half relations and those who stand in loco parentis and legal guardians.

An employee's use of PTO will not be conditioned upon searching for or finding a replacement worker.

Eligibility

Under this policy, all ***full-time exempt-level employees are eligible*** to take PTO for the reasons listed in (1) through (11) above, and all full-time exempt-level employees with 90 days of continuous service are considered eligible to take PTO for vacation and personal reasons not otherwise listed in (1) through (11) above.

Expectations

- Extended time off must be requested in advance, and time off is subject to approval by the employee's supervisor, and may be denied if the employee is needed to be available for a particular work task, unless otherwise provided by applicable law. Every effort will be made to grant requests, consistent with operating schedules.
 - If employees wish to use three (3) or more full days of PTO consecutively and the need for the use of PTO is foreseeable, they must submit a request to their manager at least two (2) weeks in advance of the requested time off, unless less notice is required by applicable law. Where the need is not foreseeable, employees should provide notice as early as practicable.
- Genspace may require supporting documentation if the employee uses PTO for more than 3 consecutive work days, to the maximum extent permitted by applicable law. For example, for PTO used for reasons (1) or (2) above, documentation signed by a licensed health care provider indicating the need for the amount of PTO taken and that PTO was used for a covered reason under this policy and/or applicable law will be considered reasonable documentation, and such documentation need not specify the nature of the employee's or the employee's family member's injury, illness or condition, except as required by law. For example, for PTO used for reason (6) above, documentation signed by an employee, agent, or volunteer of a victim services



organization, an attorney, a member of the clergy, or a medical or other professional service provider from whom the employee or that employee's family member has sought assistance in addressing domestic violence/family offense matters, sexual assault, stalking or human trafficking and their effects; a police or court record; a notarized letter from the employee explaining the need for such time; or any other acceptable documentation pursuant to applicable state or local law will be considered reasonable documentation, and such documentation need not specify the details of the domestic violence/family offense matter, sexual assault, stalking or human trafficking. Supporting documentation will not be required if it would result in an unreasonable burden or expenses on the employee and employees will be reimbursed for expenses, costs or fees associated with obtaining supporting documentation requested by Genspace to the extent required by applicable law.

- Understand that due to staffing needs, not all PTO requests can be honored. Advance requests are still subject to the appropriate approval.
- Communicate with team members in advance when scheduling an absence or notify the appropriate team member before the start of the workday when an unscheduled absence occurs. PTO should be logged on the staff calendar, and on an employee's work calendar.
- Meet all established work goals despite the absences. Employee performance will be managed throughout the year to ensure that agreed-upon deliverables and work efforts are maintained in accordance with the employee's job description and annual planning activities.
- If too many people request the same period of time off, the Organization reserves the right to choose who may take time off during that period. Individuals with the longest length of service, or those who have not had any recent time off, generally will be given preference.

Except for those on protected leave (such as state or federal family and medical leave), if an eligible employee is unable to meet the expectations outlined above, Genspace reserves the right to temporarily revoke unlimited PTO. Further, if gross abuse of this policy is observed, disciplinary action may be taken, which may include termination of employment.

Employees will be paid their base salary for any period of approved PTO, unless otherwise required by applicable law.

Since employees do not accrue or earn PTO under this policy, employees will not be paid for any PTO upon termination of employment for any reason, unless otherwise required by applicable state law.