

PTO (Paid Time Off) and FTO (Flexible Time Off) request policy for News, Sports, Lifestyles/Custom Content and Training teams

This policy is being established to set some basic ground rules for requesting time off to make sure it is fair, equitable and transparent for all of our staff.

- PTO is awarded in hour increments (see PTO sheet below). Those employees working 10 hour work days should track their time carefully as 120 hours of PTO would be equivalent to 12 days off in the year versus 15 days if you were working 8 hour shifts.
- All time off will be granted in the order it was requested.
- Time off needs to be requested three weeks in advance. If you have a last minute request, please contact your manager.
- Up to 4 PTO/FTO requests for **News** and up to 2 PTO/FTO per team for **Sports, Lifestyles, Custom Content** can be accommodated each day.
 - Anything submitted after that will be up to the scheduling manager's discretion to approve or deny based on staffing needs and the circumstance.
 - On days with higher work volume, the manager has discretion to lower the amount of designers off that day. Mondays, Wednesdays and Fridays tend to have higher volume with our 3-day publications.
 - **Training** team designers fall under the team they will join.
- PTO/FTO requests of 5 or more consecutive days need to be brought to the attention of the scheduling manager for approval when the request is submitted.
- Schedules will be published no later than one week in advance.

Best practices for requesting time off

Please schedule your time off early. Days off are awarded through the fiscal year (see Lee PTO policy below) and last minute requests toward the end of the final quarter are not guaranteed.

- You can check Microsoft Shifts (in your Teams app) to see requests from your other teammates. After the earliest requests for designers have been approved, any additional time off for that week will be approved when the final schedules are released.
- If your time off request is no longer needed, alert the scheduling manager and delete the request from Shifts to free up availability for others.
- If your time off request has been pending for more than a week, please check in with the scheduling manager to check on the status of your request if there is an immediate need to know if it has been approved or denied.

- All requests should be submitted through Shifts first. Once time off is approved, then submit the request in Dayforce.

PREFERRED DAYS OFF

Preferred days off are prioritized by the scheduling manager but are never guaranteed. Your scheduled off days or duties may change to cover PTO/FTO, sick days, holiday weeks and/or high volume weeks. If you need to guarantee one or both of your preferred regular days off due to an event or plans, you must make a PTO/FTO request, which will fall under the PTO/FTO rules listed above.

HOLIDAYS

(From the Lee employee handbook)

Full-time and part-time non-union employees working 20 or more standard hours per week are eligible for seven recognized Company paid holidays each year:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Holidays falling Monday through Friday will be observed on the actual holiday. For staff who work a Monday through Friday schedule, holidays falling on Saturday will be observed Friday and holidays falling on Sunday will be observed the following Monday.

Hourly employees who work on the actual holiday are paid time and one half their regular hourly rate for all hours worked. Additionally, all eligible employees who work on the holiday will receive holiday paid time off on another day scheduled with their supervisor's prior approval. All holiday paid time off is to be taken within 45 days after the recognized holiday. Holiday paid time off is equal to your scheduled hours on the holiday. Holidays do not count toward hours worked for purposes of calculating overtime pay.

Employees who call in sick without a doctor's statement or who are absent without authorized paid time off on the day before or the day after a holiday will not be paid for the holiday.

Your holiday pay benefits have no cash value and will be forfeited if not used.

Best practices

All designers may be required to work some but not all of the holidays each year. Holiday weeks are treated as special circumstances and do not follow the PTO/FTO rules listed above.

- Time off on holiday weeks will be mostly limited to your two regular days off plus the holiday. Some designers may be asked or required to work a 5-day week in order to maintain the high volume of work leading up to the holiday.
- Any additional day off requests must be arranged and approved by the scheduling manager.
- Employees who work four 10-hour days will be scheduled for four 8-hour shifts with one 8-hour holiday (either a paid day off or banked 8-hour holiday) during holiday weeks.
- For holidays, a holiday ranking sheet will go out in the spring. Each employee should rank these days from 1 (highest priority) to 10 (lowest priority) for what

you would like to have off. Managers will consider ranks and staffing needs will determine how many requests can be granted.

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday (not a company paid holiday)
- Christmas Eve (not a company paid holiday)
- Christmas
- New Year's Eve (not company paid holiday)
- New Year's Day
- MLK (for the next calendar year)
- Holiday weeks will be blocked in Shifts from making days off requests. Any additional time off during the holiday can be requested directly to your manager.
- Preferred regular days off may need to be changed on holiday weeks.

Holiday pay options

Employees are eligible for the following options for the company-recognized holidays. If you:

- Work four days on the holiday week
 - You will be paid for the holiday in that pay period (4 days of work and one holiday)
- Work five days on the holiday week, you can:
 - Bank the holiday day off which must be used within 45 days of the holiday.
 - Take the holiday pay instead of a banked holiday. You will be paid for 6 days of work that week but it does not count as overtime.
 - FTO employees are not eligible to take the additional holiday pay.



PTO - Paid Time Off – Hourly (Non-Exempt) Employee Policy:

Paid Time Off (PTO) for hourly employees is designed to acknowledge continued employment and provide the time needed to attend to personal needs and help balance the responsibilities of both work and home.

PTO awards are based on fiscal year. Fiscal year is defined as the period from October 1 through September 30.

Eligibility for PTO is based on employment status and length of service, as noted below:

- Full-Time employees working 40 hours per week - 8 hours of PTO per number of days eligible.
- Full-Time employees working 37.5 hours per week – 7.5 hours of PTO per number of days eligible.
- Part-Time employees working between 30-39 hours per week - 6 hours of PTO per number of days eligible.
- Part-Time employees working between 20-29 hours per week - 4 hours of PTO per number of days eligible.
- Part-Time employees working less than 20 hours per week are not eligible for PTO benefits.

PTO time is awarded as work is performed and is made available each biweekly pay period at the rate below. The amount of PTO time that will be made available is based on an employee's length of service with Lee, as detailed in the table below. The amount of PTO available will change on the employee's anniversary date.

PTO Fiscal Year									
Length of Service on Anniversary Date	Days Eligible	Full-time (FT) 40 or more hours		Full-time (FT) 37.5 hours		Part-Time (RPT) 30-39 hours		Part-Time (PT20+) 20-29 hours	
		Rate per pay period	Annual hours allowance	Rate per pay period	Annual hours allowance	Rate per pay period	Annual hours allowance	Rate per pay period	Annual hours allowance
Under 5 years	15	4.62	120	4.35	113	3.47	90	2.31	60
5 – 10 years	20	6.16	160	5.77	150	4.62	120	3.08	80
More than 10 years	25	7.70	200	7.24	188	5.77	150	3.85	100

New hires will be allotted PTO time at the biweekly rate above beginning on the first pay period after their eligibility date. Eligibility is first of the month following thirty (30) days of service.

Employees may be advanced or borrow up to one fiscal year of potential PTO when their bank has insufficient hours. However, employees may not borrow or use more PTO in any fiscal year than their annual fiscal year PTO allowance as detailed in this policy.



When an eligible employee reaches the next level of service, the PTO allowance rate will change in the first pay period following the employee's anniversary date.

PTO time will be adjusted on a pro-rated basis following mid-year status changes (FT to PT20, etc.).

Employees must use their allotted PTO time in the same fiscal year it is awarded. PTO time is intended to be a benefit for wage replacement for time away from work used only for days off, and not intended as a cash program or the ability of an employee to take cash in lieu of time off. As a result, PTO may only be paid to an employee when connected with an eligible day off from work or upon termination of employment.

Upon termination of employment, an employee will be paid for earned but unused PTO hours.

Employees are not able to carry over unused PTO into a subsequent fiscal year unless required by state law. Where carry over is required, available time is subject to an "earnings" cap, meaning the maximum amount of PTO an employee can earn is equal to the one year earn rate provided in this policy. Once an employee reaches the cap, the employee will not earn any additional PTO for the remainder of the fiscal year.

PTO pay will be calculated at an employee's current base rate of pay.

PTO time should be planned in advance with an employee's supervisor. Failure to coordinate with and notify a supervisor of a need for PTO may result in an unpaid absence from work and may be subject to disciplinary action, up to and including termination. Every effort will be made to accommodate each request. Requests for PTO at a particular time may be denied due to the needs of the company and other considerations.

The Company retains the right to require documentation substantiating the need for PTO where appropriate and permitted by applicable law.

Employees must use allotted sick time and PTO while in the waiting period identified in the Short Term Disability policy. Employees must use earned PTO as a supplement to replace income when receiving Short Term Disability benefits that are less than 100% of pay for the related absence. Employees must use allotted PTO time concurrently during a Family and Medical Leave Act (FMLA) leave. Employees with paid time available under previous policies (sick, vacation, personal) will be required to use the time concurrently with FMLA before using any current PTO time.