

# **REDSTAR** **FULL-TIME** **HOURLY TEAM MEMBER**

## **8 PAID HOLIDAYS**

(8 Hours)  
New Year's Day  
Memorial Day  
4th of July  
Labor Day  
Thanksgiving  
Day after Thanksgiving  
Christmas Day  
Day After Christmas

## **PAID TIME OFF**

Year 1: 10 Days/80 Hours PTO  
Year 2: 10 Days/80 Hours PTO  
Year 3: 12 Days/96 Hours PTO  
Year 4: 15 Days /120 Hours PTO  
Year 5: 15 Days/120 Hours PTO  
Year 6-10: 20 Days/160 Hours PTO  
Year 10 and over: 25 Days/200 Hours PTO

## **LICENSED APPLICATORS**

Additional PTO  
\*+5 Days/40 Hours PTO  
\*Extra time off can only be used out of season (August 1-April 1)  
Example:  
Year 1: 10+5=15  
Year 2: 10+5=15  
Year 3: 12+5=17

\*TIME OFF and PTO must be put on the team calendar or submitted to your superior at least 1 week prior otherwise must be approved.

\*If you have a REDSTAR email, you can add your time off to the calendar by yourself. No REDSTAR email? No problem—text your superior, and they will add it for you. Check back with them AGAIN, to make sure it was added.

\*PTO is paid out by Half Days (4 Hours) or Full Days (8 Hours)

\*PTO must be submitted by text to Kristin@402.276.4500 the Week of Payroll BY WEDNESDAY; Please include Date/Dates as well as half day or full day.

\*PTO does accumulate.

\*PTO can not exceed 2 years of accumulation.

**\*ANY TIME OFF, PAID OR NOT, BETWEEN APRIL 1ST AND JULY 1ST MUST BE APPROVED FIRST BY YOUR SUPERIOR.**

\*Your Superior can be found by visiting [redstarne.com](http://redstarne.com).

Click the More Tab, Click the Team Login Tab, Password redstar (lowercase), Click Go.

Here you will find the Company Tree.

## **MEDICAL EMERGENCY**

\*Employee ONLY  
\*Up to 12 weeks by law  
Year 1: 5 Days PTO  
Year 2: 5 Days PTO  
Year 3: 10 Days PTO  
Year 4: 10 Days PTO  
Year 5 and Above: 15 Days PTO

## **DEATH/FUNERAL**

1 Day PTO  
Immediate Family Member  
5 Days PTO

## **JURY DUTY**

\*Required by Law  
PTO

## **FAMILY MEDICAL LEAVE**

\*Up to 12 weeks, required by law  
NO PTO

## **MATERNITY LEAVE**

\*6 weeks Maternity Leave

## **PTO**

\*12 weeks Maternity Leave  
6 weeks PTO  
6 weeks NO PTO

