

CENTER OPERATIONS

(FOR Missouri, NY, and Michigan)

2025 Company Holidays

ImmunoTek Bio Centers observes the following holidays for 2025:

Holidays	Center Operations
New Years Day	X
Thanksgiving Day	X
Christmas Day	X

Paid Time Off

Paid Time Off (PTO) is accrued based on hours worked at a rate of 0.02139 or 0.04278 per hour based on seniority. If an employee works 72 hours per pay period, they will receive the maximum per pay period accrual. There is no waiting period to use accrued PTO. Accrued unused PTO hours will be paid out upon termination.

YEARS OF SERVICE	PTO HOUR ACCRUAL (per hour worked)
Employees with Less than 2 years	0.02139
Employees =>2 years	0.04278
<i>Hours worked includes regular work hours, Jury, Bereavement, PTO, and EPIC</i>	

EPIC! Days

EPIC! Days are awarded on January 1 each year and are allotted based on tenure. Employees hired throughout the year will receive prorated EPIC! Days based on the month hired, see below chart for pro-rated hours granted. Employees with a milestone anniversary during the year will be awarded EPIC! Days at the seniority level of that anniversary. **EPIC! Days will not be paid out upon termination.**

YEARS OF SERVICE	EPIC! DAYS
< 5 years	10
=>5 and < 9 years	17
=>9 and < 15 years	22
=>15 years	27
MONTH HIRED (New Employees)	EPIC! HOURS GRANTED
January	80
February	74
March	68
April	62
May	56
June	50
July	44
August	38
September	32
October	26
November	20
December	14

--Michigan Employees: up to 80 hours of EPIC! will award to EPIC! for next year. PTO hours are not included with the next year award unless EPIC! is below 40.

--New York Employees: all unused EPIC! will award to EPIC! for next year. PTO hours are not included with the next year award unless EPIC! is below 40.

--Missouri Employees: up to 40 hours of any combination of EPIC! and PTO will award to the EPIC! bucket for the next year.

EPIC can be taken in .25 hour increments. PTO must be taken in 4 hour blocks