

CENTER OPERATIONS

(Excludes 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 0.04278 per hour. If an employee works 72 hours per pay period, they will receive the maximum per pay period accrual of 3.08 hours. 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 <i>(based on hours worked)</i>
Maximum per pay accrual = 3.08. Maximum Annual = 80 hours	
All Full Time Employees	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. New employees may use EPIC! days after 45 days of service. **EPIC! Days will not be paid out upon termination.**

YEARS OF SERVICE	EPIC! DAYS
Less than 2 years	5
=>2 and < 5 years	10
=>5 and < 9 years	17
=>9 and < 15 years	22
=>15 years	27
MONTH HIRED (New Employees)	EPIC! HOURS GRANTED
January	40
February	40
March	36
April	32
May	28
June	24
July	20
August	20
September	16
October	12
November	8
December	8

*Up to 40 hours of a combination of EPIC! Days and PTO hours is awarded into the EPIC! Days bucket for the following year.

PTO & EPIC! Days must be taken in 4-hour blocks

Part time employees in Illinois, NY, Michigan and Missouri accrue PTO time at a rate of .04278 per