

HP Inc. PTO Plan – FAQ Sheet

Q: *When can I start using my PTO?*

A: Consultants whose start date was on or before 01/01/19 can begin taking PTO immediately based on amount accrued. Consultants whose start date was after 01/01/19 can begin to use accrued PTO 90 days after your start date.

Q: *Do I accrue PTO hours while working OT?*

A: Yes, PTO is accrued per hour worked. See the PTO policy for details on specific rate of accrual.

Q: *What are the reasons I can use PTO?*

A: The program provides a flexible approach to taking time off. PTO can be taken for vacation, holidays, illness or disability, appointments, emergencies, or other situations that require time off from work. In addition, PTO may be used to serve the need for time off due to an illness or injury covered under state or city specific sick leave laws.

Q: *How much PTO do I accrue?*

A: Please refer to the policy for details.

Q: *Am I allowed to carry over my PTO balance year over year?*

A: Yes, please refer to the policy for details.

Q: *Who do I contact for PTO approval?*

A: Planned PTO (Requires 2 Weeks' Notice) - Following receiving approval (email) from your supervisor, forward your PTO request with supervisor approval to your Customer Liaison via TechnologyOps@kforce.com. The Customer Liaison can provide you with your PTO balance information and appropriate guidance specific to PTO Timecard submission. For Unplanned/Emergency PTO- Consultants will inform their supervisors and the Customer Liaison via TechnologyOps@kforce.com of their absence as soon as possible. The Customer Liaison will provide guidance specific to PTO timecard submission.

Q: *What kind of notice must I give for taking PTO?*

A: 1. Planned PTO should be requested as far in advance as possible with a minimum notice of two (2) weeks. You should make reasonable efforts to schedule your PTO in a manner that does not unduly disrupt business operations. Approval is required in advance as noted above; however, approval does not guarantee that you have accrued the amount of PTO needed to fully cover your request with PTO.

2. For unplanned events such as illness or emergencies, PTO should be requested prior to, or at the start of, the absence unless it is medically impossible to do so. PTO taken due to an illness that exceeds three (3) consecutive days will require documentation by a licensed health care provider establishing the need for and duration of the PTO.

Q: *What if my illness exceeds three (3) days?*

A: PTO taken due to a personal illness that exceeds three (3) consecutive days will require reasonable documentation by a licensed health care provider establishing the need for and duration of the leave.

Q: *How do I know my PTO balance?*

A: Your PTO balance will be reflected on your paycheck and in the MyTE system.

Q: *How do I get paid for the PTO I take?*

A: Consultants will be required to fill out a PTO timecard via the Kforce MyTE time entry system following your PTO event. MyTE submission instructions will be provided by your Customer Liaison via TechnologyOps@kforce.com.

Q: Do I enter my PTO into the client's system as well?

A: No, all PTO time is entered exclusively into the Kforce MyTE time entry system

Q: I enter my weekly timecard in Fieldglass; do I enter holiday and/or PTO on my Fieldglass timecard?

A: No, only hours worked are entered in Fieldglass. Holiday and PTO hours are entered in MyTe only.

Q: Do I automatically get paid for a Kforce observed holiday?

A: No, a timecard must be entered in MyTe to request holiday pay.

Q: How do I get paid for a HP Inc holiday closure not observed by Kforce?

A: You can be paid for the holiday closure by using your accrued PTO. If you do not work and decided not to use PTO, the day will be unpaid.

Q: How do I access MyTE?

A: To access MyTE go to website myte.peoplenet.com. If you have never used MyTE before, you will need to register by following the prompts. If you have issues registering in MyTE, contact your Customer Liaison via TechnologyOps@kforce.com for assistance.

Q: Do I have to use PTO for unpaid Holiday time, furloughs or any client closures?

A: You will not be required to use any accrued PTO available in lieu of unpaid leave to include unpaid Holiday time, furloughs or any client closures. See policy for Kforce holidays.

Q: What happens to my accrued PTO once my assignment ends?

A: Accrued but not taken PTO will be paid out to you once your assignment with HP Inc. ends unless a new assignment is booked/entered within 9 days of your last assignment. All PTO will be paid out without exceptions to the 9-day threshold.

Q: Who do I contact if I have any questions on the PTO plan?

A: Please contact your Customer Liaison via TechnologyOps@kforce.com.

Q: I am receiving reminders from Timecard Monitoring at Kforce that my timesheet is missing even though I submitted it. What should I do?

A: Please contact your Customer Liaison via TechnologyOps@kforce.com.

Q: Is there a minimum amount of PTO I can take at one time?

A: The minimum amount of time you may take and record is one (1) hour.

Q: I work in a location covered by a mandatory paid sick leave law. Will I accrue additional time to cover sick leave?

A: No. This PTO plan was established to cover all mandatory paid sick leave requirements and may be used for the reasons outlined and described for your area. Any sick leave time you have accrued up to 4/1/2019, will remain and may be used until no balance is available.