

Protected 40 Policy

Effective: January 1, 2026

Overview: The Illinois paid leave act allows all workers to use up to 40 hours of paid leave per year. This leave can be used for any reason and is called Protected 40 here at Follett Content as a Team Member is eligible to use it at any time for any reason.

Definitions: Protected 40 is a bank of 40 hours a Team Member will get at the beginning of the year or at time of hire, whichever comes first. Protected 40 hours should be used and exhausted first prior to utilizing your PTO. **Team Members must select this policy to not have a request or an unexcused absence count towards attendance policy/No questions asked or Paid Time Off Policy.**

The company designated holidays, state-specific holidays, floating holidays, bereavement pay, volunteer service day, and jury duty for which you are eligible are not counted against the Protected 40 allotment, and these benefits are covered under other time off and holiday policies, as applicable.

Eligibility: This policy applies to regular non-exempt team members.

Availability: Each year on January 1st or at time of hire, whichever occurs first, each non-exempt team member will be loaded 40 hours of Protected 40. At the end of each year on December 31st, any unused time in this bucket will not carry over into the next calendar year.

Payout on termination: Upon voluntary or involuntary separation, any unused Protected 40 is not eligible for payout.

PAID TIME OFF POLICY

Updated: December 2025

Effective: January 1, 2026

Eligibility: Non-Exempt Team members Full Time & Part Time

Follett Content Solutions, LLC encourages work/life balance and is committed to providing Paid Time Off (PTO) for team members to maintain that balance. This PTO policy is designed to offer team members more flexibility in managing time off for individual rest, relaxation, and personal business away from the workplace.

Definitions

PTO is a combination of vacation, sick, and personal days combined into one allotment of paid time off.

The company designated holidays, state-specific holidays, floating holidays, bereavement pay, volunteer service day, jury duty and Protected 40 for which you are eligible are not counted against your PTO allotment, and these benefits are covered under other time off and holiday policies as applicable.

Eligibility: Non-Exempt Team Members Full-Time or Part-Time

PTO Allotment Schedule

PTO is accrued on a bi-weekly basis based on 26 payrolls per year and available on payday. Team Members cannot utilize Paid Time Off (PTO) if they do not have accrued time. Accruals for Team Members with a negative balance carried over from 2025 will be used to bring such negative balance positive.

This chart illustrates how Full-Time Team Members accrue hours by month based on length of service.

PTO Accrual Non -Exempt Full Time (accrue in hours/days)					
Years of Service	< 1 Year	1 < 5 Years	5 < 10 Years	10 < 15 Years	15+ Years
Maximum Annual PTO	Up to 80 Hours	120 Hours	160 Hours	176 Hours	200 Hours
	(Up to 10 Days)	(15 Days)	(20 Days)	(22 Days)	(25 Days)

This chart illustrates how Part-Time Team Members accrue hours by month based on length of service.

Part-Time Team Member PTO based on Length of Service in Hours/Days					
This chart illustrates PTO Hours Accrued by month					
Years of Service	< 1 Year	1 < 5 Years	5 < 10 Years	10 < 15 Years	15+ Years
Maximum Annual PTO	Up to 20 Hours	40 Hours	60 Hours	68 Hours	80 Hours
	(2.5 Days)	(5 Days)	(7.5 Days)	(8.5 Days)	(10 Days)

Carryover

PTO must be taken within the calendar year (January 1st -December 31st).

- **Full-Time**
 - Full-time team members may carry over up to 80 hours of accrued but unused PTO. Any accrued but unused PTO over 80 hours as of December 31, will not carry over; and will therefore be forfeited at the end of each year, subject to state law requirements.
- **Part-Time**
 - Part-time team members may carry over up to 40 hours of accrued but unused PTO into the next calendar year. Any accrued but unused PTO over 40 hours as of December 31, will not carry over; and will therefore be forfeited at the end of each year, subject to state law requirements.

Request, Approval, and Usage

PTO requests must be submitted to the Time & Attendance System at least two weeks in advance. Management may decline any requests by non-exempt (hourly) team members based on the needs of the business. Non-exempt (hourly) team members may take PTO in fifteen (15) minute increments for warehouse team members and 1-hour increments for office team members.

The Company recognizes that, occasionally, Team Members may request PTO requests for same-day illnesses and emergency situations that may arise. In such cases, PTO requests must be submitted by the Team Member upon return to work. If the team member is unable to submit the request in a timely manner, the manager may do so on their behalf.

The Company reserves the right to deny PTO requests based on business needs including but not limited to blackout periods. It is the responsibility of both the Team Member and their manager to ensure that time-off requests are entered accurately and on a timely basis.

New Hires

For new hires/rehires, PTO will be allotted and prorated based on the start date.

Anniversary Milestone

Credit for service year anniversary milestones will be applied at the beginning of the month of your anniversary. For example, a Team Member celebrating their 5-year service anniversary during the fiscal year will accrue PTO at a higher rate at the start of the month during which the service milestone occurs.

Part-Time to Full-Time Transfer/Promotion

Team Members who transfer or receive a promotion from a part-time regular to a full-time regular role during the calendar year will start to earn PTO based on and as of the effective date of the transfer/promotion based on the chart above.

Full-Time to Part-Time Transferring Team members

Team Members who transfer between a full-time regular to a part-time regular role, or vice versa, during the calendar year will begin accruing time off at their applicable rate on the first day of the payroll period applicable to their role change.

Contrary Statute or Ordinance

To the extent that a state statute or local ordinance provides for other paid sick time or carryover of accrued but unused PTO, the Company will comply with those laws and regulations.

Separation of Employment

Upon separation of employment, if eligible, team members will receive the pay for accrued but unused PTO based on what is available on the date of termination and in accordance with state law.

Coordination with Disability Benefits

During the waiting period before disability benefit payments begin, a Team Member is required to use accrued PTO and/or Protected 40 before any portion of the absence will be treated as unpaid. The standard waiting period for Short-Term Disability benefits is five days. This period may be shorter in states with state disability insurance benefits and in the case of work-related injuries for which disability benefits are provided pursuant to the state workers' compensation law.

Family Medical Leave (FMLA), Personal Medical and Unpaid Personal Leave of Absence

Team Members who take FMLA leave, personal medical and unpaid personal leave of absence will be required to use accrued PTO time and/or available Protected 40 upon the commencement of and concurrently with such leave (unless the team member's own serious health condition has caused the leave and the Team Member is receiving workers' compensation or disability benefits from the Company). The use of PTO time and/or Protected 40 during FMLA leave will be counted against the Team Members 12-week or 26-week period of FMLA entitlement or other applicable

state medical and/or disability leave. Eligibility and entitlement for FMLA are defined by the Family and Medical Leave Act.

Misuse of PTO

Regular and reliable attendance is considered a condition of employment. Therefore, taking repeated unscheduled days of PTO, failing to report an absence (whether paid or unpaid), or failing to obtain the manager's approval for PTO, may subject the team member to corrective action up to and including termination.