



Made in KC offers generous Paid Time Off (PTO) to all salaried positions. The amount of PTO received varies from employee to employee. If you have questions about the PTO you receive, please direct them to the Office Manager.

Made in KC empowers employees to manage their own PTO independently and therefore does not differentiate between how PTO is used. Made in KC recognizes 6 types of PTO:

1. Vacations
2. Sickness / Illness
3. Personal Time Off
4. Holidays
5. Volunteering
6. Sabbatical

There are other instances in which employees may be paid during a leave of absence. Two examples are Parental Leave and Family Medical Leave. Should an employee need to take paid leave for either of these reasons, it will be separate from their allotted PTO.

HOW TO SUBMIT PTO:

1. Use the [Time Off Request Form](#) to request PTO no less than 2 weeks before the time you are requesting off. Please include all necessary information.
2. Once you submit, the Office Manager will create a Google Calendar event and Keith/Tyler will either accept or reject the calendar invite. This information will then be relayed to you via the Office Manager. Follow up with the Office Manager if you haven't received notification as to whether your request was accepted or denied.
3. You will receive an e-mail detailing the number of days of PTO of your request, confirming the dates, as well as how many days you have available.

GENERAL PTO GUIDELINES

- PTO starts February 1st each year. Unused days are not paid out nor do they roll over.
- PTO will not be paid out when an employee ceases to work at Made in KC.
- In your first year of employment at Made in KC, PTO aside from Holidays is earned as follows:
 - 25% earned upon hiring
 - Remaining 75% earned upon 6 month mark
 - One extra PTO day will be earned after each year of full-time employment.
- The Office Manager will keep track of your PTO. Employees who are absent work more days than their allotted PTO days will not be paid for the time they are absent or additional time off requests may not be approved.

- The following ratios will be applied to each request in terms of numbers of PTO and weekend days.

Total Vacation	MIN PTO	Max Weekend
24	16	8
23	15	8
22	15	7
21	15	6
20	14	6
19	13	6
18	12	6
17	11	6
16	10	6
15	10	5
14	10	4
13	9	4
12	8	4
11	7	4
10	6	4
9	5	4
8	5	3
7	5	2
6	4	2
5	3	2
4	2	2
3	1	2

PARENTAL LEAVE

Made in KC offers eight weeks paid leave for any salaried employee who has recently become a new parent. Qualifying employees are required to submit their intended start date and duration of their leave to their Employee Experience Director no less than two months before the intended leave. The Employee Experience Director will then notify them of the acceptance or denial within 5 working days after submission. Employees asking for leave must work with their supervisor to pass on their responsibilities while they are out of the office.

Paid Parental Leave is granted after working six months at Made in KC.

In addition to Made in KC's paid leave, the FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave up to 12 weeks. Therefore, an employee could opt for 12 weeks of parental leave but would take four of those weeks unpaid.

FAMILY MEDICAL LEAVE

Made in KC recognizes that some employees are caregivers for their loved ones. For that reason we offer four weeks paid leave for salaried employees to take care of a close relative with a serious health condition. Qualifying employees are required to communicate their need of an extended leave of absence to their Employee Experience Director as soon as they are aware of the need. The Employee Experience Director will then notify them of the acceptance or denial within 5 working days after submission. Employees asking for leave are asked to work with their supervisor to pass on their responsibilities while they are out of the office.

Paid Family Medical Leave is granted after working six months at Made in KC.

In addition to Made in KC's paid leave, the FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave up to 12 weeks. Therefore, an employee could opt for 12 weeks of family medical leave but would take four of those weeks unpaid.

SABBATICAL

Made in KC believes in the spirit of adventure. Thus, Made in KC offers salaried employees four weeks paid leave following every 5th year of full time employment. Qualifying employees are required to submit their intended start date no less than six months beforehand to their Employee Experience Director. The Employee Experience Director will then notify the employee of the acceptance or rejection of the request within 10 business days. Employees asking for leave must come up with a plan with their supervisor to pass on their responsibilities while they are out of the office.

VOLUNTEERING

Made in KC encourages our employees to take a part in the beautiful community we live in. We offer all salaried employees one day each quarter to volunteer within our city. All qualifying employees are required to submit the organization they want to volunteer at and the intended date of volunteering to their Employee Experience Director at least 2 weeks before the intended date. The Employee Experience Director will then accept or reject the request within five business days of submission.

OTHER REQUESTS FOR PTO

Should you find other need for leave from work, notify the Employee Experience Director at your earliest convenience. All requests will be discussed by management. In some cases, leave may be granted but it may be unpaid.