

Nogalis, Inc. Holidays, Flexible Paid Time Off, and Leave Policy

1. Company Holidays

Nogalis, Inc. observes the following paid company holidays for full-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day (plus one additional day when Christmas falls on a Thursday)
- One (1) floating holiday per calendar year (employee may choose MLK Day or Presidents' Day)

If a holiday falls on a weekend, it will generally be observed on the nearest business day unless otherwise communicated.

Holiday pay is provided at the employee's regular rate of pay for the scheduled workday.

2. Flexible / Unlimited Paid Time Off (PTO)

Nogalis, Inc. offers a Flexible Paid Time Off (PTO) program rather than a traditional accrued vacation policy.

Under this approach:

- PTO is not accrued, banked, or tracked
- There is no fixed annual PTO allotment
- PTO does not carry over from year to year
- Unused PTO is not paid out upon separation from employment

Employees may take paid time off for vacation, personal reasons, rest, family needs, or other personal matters, provided that:

- Time off is requested in advance
- PTO is approved by the employee's manager
- PTO usage is reasonable and not excessive
- Business needs, client commitments, and team coverage are maintained

Managers are responsible for ensuring appropriate staffing and may approve, modify, or deny PTO requests based on operational requirements.

This policy is built on mutual trust, accountability, and professionalism. Abuse of this policy may result in corrective action.

3. Extended Time Off and Leaves of Absence

Requests for extended time off (generally two or more consecutive weeks) should be discussed with management in advance.

Depending on the circumstances, extended time away from work may be handled as:

- Approved Flexible PTO
- A combination of PTO and unpaid time off
- A formal unpaid leave of absence

Leaves of absence are approved at the discretion of the company and based on business needs, employee tenure, and the nature of the request.

During unpaid leaves of absence:

- Salary and benefits may be suspended in accordance with plan terms and applicable law
- Reinstatement to the exact same position is not guaranteed, though reasonable efforts will be made to return the employee to a similar role when possible

4. Jury Duty

Nogalis, Inc. permits employees to take time off for required jury duty service.

Jury duty time is treated as an unpaid absence and will not be deducted from Flexible PTO balances.

Employees must notify their manager as soon as reasonably possible and provide a copy of the jury summons upon request.

If an employee is released from jury duty before the end of a workday, they are expected to return to work on the next scheduled business day.

5. Time Off to Vote

Nogalis, Inc. provides employees with up to two (2) hours of paid time off to vote in U.S. presidential elections when voting outside of work hours is not reasonably possible.

Employees must request voting time off at least three (3) days in advance.

6. Policy Administration

This policy is intended to provide flexibility while ensuring the continued success of Nogalis, Inc.

The company reserves the right to interpret, modify, or discontinue this policy at any time, consistent with applicable law.