FORREST LAKE TOWNHOUSE ASSOCIATION, INC.
FLTA Personnel Policies Guide, Compensation and Benefits

STATE OF TEXAS §
§ KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF HARRIS §

The FLTA Personnel Policies Guide, Compensation and Benefits (Personnel Holidays) for the Forrest Lake Townhouse Association, Inc. dated September 20, 2012 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas. And subsequently the FLTA Personnel Policies Guide, Compensation and Benefits (FLTA Personnel Policies Guide, Compensation and Benefits – Vacation) approved on January 19, 2013, with an effective date of November 1, 2012, and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas. And subsequently the FLTA Personnel Policies Guide, Compensation and Benefits (FLTA Personnel Policies Guide, Compensation and Benefits – Vacation) approved on November 19, 2015, with an effective date of January 1, 2016, and recorded under County Clerk's File No. 201651082 in the Official Public Records of Real Property of Harris County, Texas.

Effective January 1, 2024 this FLTA Personnel Policies Guide, Compensation and Benefits (Holidays, Vacation, and Sick Pay) hereby amends, consolidates, and supersedes the aforementioned sections of the Guide. All employees of the Forrest Lake Townhouse Association, Inc. are subject to this Guide.

WHEREAS, the Board of Directors ("Board") of the Association desires to establish a policy for holidays and paid time off, and to provide clear and definitive guidance to its employees.

NOW, THEREFORE, the Board has duly adopted the following changes to the *FLTA Personnel Policies Guide, Compensation and Benefits*.

The paragraph for Holidays was modified to read:

FLTA pays its full-time employees for eight (8) holidays each year. They are

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Two (2) Floating Holidays
Labor Day	

Paid time off (PTO) is not included in calculating possible overtime hours. However, if an employee is required to work on a holiday, time worked will be paid at time and a half. Holiday pay will be for the number of hours normally worked during a single shift. Saturday holidays are observed on Friday and Sunday holidays are observed on Monday. Two (2) days as Floating Holidays to be utilized at the discretion of the employee.

The paragraphs for Vacation and Sick Pay are combined into a replacement Section entitled Paid Time Off (PTO) and is modified to read:

FL provides paid time off (PTO) to give employees a period away from their work for rest and relaxation and for unplanned absences due to illness, etc. All PTO is subject to change or rescheduling according to business needs. Earned PTO must be taken in the year it is earned and carryover of PTO is not an option. Pay in lieu of PTO taken is also not an option. Employees are not entitled to pay for unused PTO not taken within the calendar year it was earned or when their employment is terminated.

Annual Paid Time Off Amounts

PTO is available each calendar year based on an employee's regularly scheduled hours and the full years of service they are expected to have earned by the end of the year. Eligible full-time employees may receive up to 200 hours (25 days) maximum of PTO each year. The table below summarizes annual PTO amounts:

Expected full years of service at the end of Calendar year	**Annual PTO amount based on regularly scheduled weekly hours of 30 to 40 hours per week**
< 1	80 hours (10 days)
1 to 5	120 hours (15 days)
5 to 10	160 hours (20 days)
10+	200 hours (25 days)

Although PTO is credited on a throughout the year based on pay cycle, all of the time is available to use at any time during the calendar year. Employees do not have to wait until time has been credited before they can request it. PTO is not credited during periods of absence related to any disability or leave of absence (including FMLA, Personal Unpaid Leave, or Military Leave), but may be credited if they are disabled and returning to work under a transitional return-to-work program. PTO hours may be taken in blocks of at least 1 hour.

If regularly scheduled hours change during a calendar year (for example, from less than 30 hours to 40 hours per week), PTO eligibility will be recalculated for the year. New calendar year PTO eligibility will be determined pro rata based on the number of pay periods subject to each schedule, with the period in which the schedule change occurs counted as part of the new schedule.

If an employee has used PTO time that has not yet been accrued and subsequently leaves FL before accruing the used PTO time, the used but not yet accrued PTO time will be deducted from the employee's final paycheck.

Request for planned PTO and for the floating holidays must be submitted to the General Manager (GM) in writing at least two weeks in advance of the requested time off. Unplanned absences must be submitted in writing by the employee to the GM on the first day back to work. All requests will be forwarded by the GM to the Association Board member responsible for administration who is responsible for approving all time off requests. The Association Board member responsible for administration will maintain a tally of all time off taken by the employees and report to the Board as requested. PTO and holidays taken will also be reflected in the payroll system by the GM.

To receive unplanned PTO, an employee is required to notify their supervisor prior to the scheduled start time of the need to be absent from work. PTO may also be used to care for a sick child, spouse, or other legal dependent of the employee.

This guide may be amended at any time.

CERTIFICATION

I, the undersigned, being the President of the Forrest Lake Townhouse Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Forrest Lake Townhouse Association, Inc.'s Board of Directors.

Approved and adopted by the Board of Directors on the 21st day of September 2023.

Brook Baker, President
Forrest Lake Townhouse Association, Inc.