



# Palmer Trucks

On the Road Since 1965

Corporate Headquarters  
2843 S. Holt Rd. Indianapolis, IN 46241 | (800) 827 8421

**To:** Frontline Team Members

**From:** The Executive Team

**RE:** Frontline Team Member Support Program

**March 26, 2020**

**We would like to provide equal opportunity for Palmer Trucks employees to take care of themselves and each other.** To enable the ability to address mental health, exposure, or any topic related to the COVID-19 situation, **all front-line, hourly employees are being given two days of paid time off** to access medical services and/or recharge, so that they can objectively decide if they want to return to the front line. If a front line team member does not want to work during this time, this allowance of time allows one to explore options. This program is available only for hourly, front-line employees. Those working from home are exempt.

**1. What is our existing policy for accruing Paid Time Off?**

**Personal Time**

Full-time employees are eligible for three paid personal time, paid out in increments of (4) hours up to a total of (24) hours in a calendar year. Personal time off will reset at the beginning of each calendar year with no rollover of unused time.

30 days from hire date: (24) hours of Personal Time

**Vacation Time**

Full-time employees are eligible for paid vacation time based on their length of continuous company service from the date of hire. Earned vacation time will be based on anniversary date of hire and length of service. Vacation time is paid at your base pay rate at the time of the vacation.

**Continuous Service Paid Vacation Intervals**

1 full year	1 week	(40) hours
2 to 5 years	2 weeks	(80) hours
5 to 15 years	3 weeks	(120) hours
15 years plus	4 weeks	(160) hours





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## 2. What is the reason for this program?

We have found many scenarios in which available PTO (Personal and Vacation) might not be available. Whatever the circumstances are, the uncertainty of the current situation and/or PTO hours available are causing additional stress for frontline team members. The leadership team wants to alleviate these concerns and assist our team during this time.

## 3. How does the program work and how long will it last?

If an hourly employee has available PTO, it will be used first. This program is intended to help those whom **do not have paid PTO and are hourly employees.**

This ensures that all frontline employees will have access to at least **two days (16 hours), if necessary** of PTO to help both Palmer Trucks and each other thrive, regardless of situation or tenure.

**With the information available at this time, this program will expire on April 15, 2020.**

## 4. How will this program be funded?

This program will be funded by your peers and Palmer Trucks. There has been an amazing response from our people and organization as to how we can support those working within our frontline environment during this time.

