



Paid Volunteer Time Off Policy

1.0 Purpose:

The purpose of this Paid Volunteer Time (PVT) Policy is to encourage and support Plexus team members to volunteer at nonprofit 501(c)(3) organizations during the normal work week and to participate in giving back and supporting those organizations that enhance the health and happiness of members of the community.

2.0 Scope:

This policy applies to all full-time, regular team members of Plexus Worldwide in good standing. Each year on January 1, a team member will receive sixteen hours in the ADP system coded as PVT to use as Paid Volunteer Time throughout the year. The criteria for using PVT are:

- 2.1 Team member must be employed a minimum of thirty days.
- 2.2 Team member must not be under any disciplinary action or performance improvement plan.
- 2.3 Team member must not have submitted a resignation.
- 2.4 Team members hired after June 1 of their first year of employment will receive a prorated amount of eight hours for the second half of the year.

3.0 Policy:

- 3.1 Eligible activities will be planned, coordinated and approved by the Manager of Plexus Charities with organizations that have a 501(c)(3) nonprofit status in good standing or the international equivalent. If the activity is not a Plexus Charity or Plexus Worldwide sponsored event, the team member must submit a PVT Charity Approval Form to the Plexus Charities Manager three (3) days prior to requesting PVT in the ADP system.
- 3.2 Should an activity sponsored by Plexus or Plexus Charities have a limited number of volunteers/hours needed, volunteers assigned will be on a first-come/first-serve basis.
- 3.3 PVT will not be paid for volunteering during non-working hours or week-ends unless it is considered part of and during the normal working schedule of the team member. For example, if the team member works a 2nd or 3rd shift at the warehouse which includes evenings and Saturdays.
- 3.4 PVT begins when the team member arrives at the organization and ends at the time they leave; it will not cover travel time to and from the volunteer opportunity.
- 3.5 A department may schedule PVT together as a team activity. If a department schedules PVT as a group, only one Charity Approval Form to the Plexus Charity Manager is needed with a list of team members that will be participating. Each team member that chooses to



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participate will still be required to submit PVT in the ADP system. It is up to the individual team member whether they want to use their PVT for a department or group scheduled activity.

- 3.6 PVT is refreshed each calendar year on January 1 for all full-time employees in good standing in the amount of 16 hours. PVT may not be carried over into the following year if unused. Any accrued, unused PVT will not be paid out upon separation from employment.
- 3.7 Usage of this time does not affect PTO or PST accrual.
- 3.8 PVT may be denied by a Supervisor or Manager if the requested time should interfere with business operations.

4.0 Notification Procedure:

- 4.1 A team member must submit a PVT Charity Approval form to the Charity Manager at least three days in advance of the ADP request for time off. The Charity Manager will vet the requested charity, type of work listed, sign the form and log the request in a PVT database. HR leadership reserves the right to deny the PVT based on the type of work and charity listed.
- 4.1 Once the volunteer activity has been completed, the team member will have the charity sign the PVT Charity Approval form and return the form to the Plexus Charities Manager.
- 4.3 A team member must submit a PVT request into ADP at least two weeks in advance of time needed. PVT must be submitted in increments of 4, 8, 12, or 16 hours with a minimum of 4 hours and a maximum of 16 hours.
- 4.4 In the event of multiple requests within the same department, PVT granted will be on a first-come/first-serve basis.
- 4.5 Supervisor/Manager will approve PVT requested and may ask for a copy of the PVT Charity Approval Form.

5.0 Examples of Appropriate and Inappropriate uses for PVT

5.1 Examples of appropriate uses for PVT:

- Volunteering at a food bank
- Becoming a Big Brother/Big Sister
- Volunteering at the Humane Society
- Serving on a nonprofit board



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- Serving a meal at St. Vincent DePaul
- Ringing a Kettle Bell for the Salvation Army
- Volunteering at an American Cancer Society event
- Donating time at Phoenix Children’s Hospital

5.2 The following are examples of inappropriate uses for PVT:

- Organizations that discriminate on the basis or religion, gender, race, ethnicity, political beliefs, disabilities or sexual orientation
- Assisting an Individual
- Lobbying or political organizations
- Places of worship
- Sports teams
- Serving as your child’s Scout Leader
- Coaching your child’s sports team
- Schools/tuition organizations
- Fraternal groups, including fraternities and sororities
- Programs or initiatives where the primary purpose is the promotion of religious doctrine or tenets
- Organizations that do not comply with all laws and regulations including those related to the Patriot Act

APPROVED BY:	SIGNATURE:	DATE:
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