**Discretionary Time Off (DTO) Policy**

Appropriate vacation to recharge is great! Take some, because you’ve got plenty as long as you create valued results for the company. Please exercise responsibility and judgement with your DTO and enjoy!

Zapata Technology recognizes that employees have diverse needs for time off from work. The company has an approach to time off in which, in lieu of vacation, sick, and personal time, employees are provided with a DTO plan.

Overall, the DTO gives employees, subject to the professional judgment and approval of their manager, the freedom to decide when and for how long to take time off. Forecasting leave as soon as is possible with your manager is key to help with company operations.

**Eligibility**

Only employees who are employed by the company on a full-time basis qualify for DTO. *DTO cannot be used for military reserve, active duty time, or leave that lasts longer than two weeks or 10 workdays. If the employee’s leave is over 10 days, then the employee can request Leave Without Pay (LWOP) from his/her manager.*

**Compensation for Discretionary Time Off**

DTO is paid at an employee’s current base salary or hourly wage.

**Use of Discretionary Time Off**

The company believes that time away from work is beneficial for the well-being and effectiveness of employees. Refreshed and invigorated employees perform at a higher level than those who are stressed and worn out.

Employees may utilize approved DTO in ways that meet their needs, including for vacation, professional development, sick, illness, injury, and bereavement. Employees are encouraged to take at least two weeks off per year. Come back relaxed and ready to take on even greater challenges upon your return.

**Procedures for Approval of Discretionary Time Off**

The following are procedures and rules for requesting and approving DTO:

* DTO must be requested in advance and submitted on the “Zapata DTO Request Form.” The form should be submitted to the employee’s immediate supervisor / site lead for approval, with Christina Hall (HR) copied on the email.
* After the request is approved by the supervisor / site lead, the form must then be sent to HR for final approval/notification. Leave should not be taken until the employee has received an email from HR confirming that it has been added to the calendar. It is the responsibility of the employee to get the approval from HR before taking leave.
* Any leave not cleared through Human Resources / Christina Hall before being taken is subject to *Leave Without Pay (LWOP).*
* An employee’s manager must approve all paid DTO in advance.
	+ Uses of sick time may require a doctor’s excuse after the first day. Employees could use paid sick leave for:
		- Their own illnesses or other health care needs, including preventive care
		- The care of a family member or loved one who is ill or needs health care, including preventive care
		- Purposes resulting from being the victim of domestic violence, sexual assault or stalking – or to assist an immediate family member or loved one who is such a victim
* To help with company operations, the employee shall provide as much advance notice before taking leave with the following recommended timeline:
	+ 1 day - just requires a day notice
	+ 2-4 days - For each workday that an employee plans to take DTO, the employee shall provide at least that many weeks of advance notice. For example, an employee who plans to take 4 days off must provide 4 weeks of advance notice to the manager for approval.
	+ 5-10 days – 45 days advanced notice.
	+ 11 or more days – 60 days advanced notice. This will require a *Leave Without Pay (LWOP) request as well.*
* The maximum requested leave that can be taken at one time, including DTO taken in conjunction with Holiday leave is 2 weeks, or 10 consecutive workdays. Anything over 10 consecutive workdays, then the employee may request *Leave Without Pay (LWOP).*
* After returning from approved DTO, the employee shall wait at least the duration of the prior DTO before requesting another DTO. For example, an employee took 5 workdays of DTO, the employee must wait another at least 5 workdays before requesting for another DTO.

Approval of DTO is based on the sole discretion of the employee’s manager and is generally contingent upon the needs of the business, the group, customer, and the terms of the contract or subcontract that employee may be working under.

**Tracking of Discretionary Time Off**

Each employee is responsible for accurately tracking and recording his or her own DTO in our time card system. An employee should record all DTO on his or her time card and have the time approved by his or her manager at Zapata Technology. This is important because Zapata Technology has an approved accounting system with the Defense Contract Audit Agency (DCAA), and we could lose our approval if we do not log time properly.

Furthermore, each employee’s total approved DTO in any given year may be displayed on the Internal Company website and dashboard to encourage employees to take the appropriate amount of DTO. Also, this is to encourage those not taking enough time off, to take a break to be better engaged in the company instead of taking minimal time off and banking leave for a rainy day. Each employee’s precise reason for leave will be kept confidential by the employee’s manager and will not be displayed.