



Modine Paid Time Off (PTO) Frequently Asked Questions

Q: How does the PTO accrual work?

A: Employees will begin to accrue PTO based on the hours they have worked. On April 1st you will technically start with zero PTO hours (unless you have carryover PTO hours). Throughout the year you accrue PTO, so by March 31st you will have accrued your full allotment of PTO. Carry over hours and arrears are discussed later in this FAQ.

Q: How many hours of PTO can I accrue?

A: Accrual is based on hours worked and years of service. PTO accrual amounts will be allotted based on years of service as of your anniversary date. Please see the accrual chart, below:

Credited Service as of Anniversary Date	# of Hours PTO Earned for Every 30 Hours Worked	Total Potential PTO Days to Earn in One Fiscal Year	Total Potential PTO Hours to Earn in One Fiscal Year
Zero to 2 years	1.74 hours accrued	15	120
3 to 6 years	2.32 hours accrued	20	160
7 to 9 years	2.67 hours accrued	23	184
10 to 14 years	2.90 hours accrued	25	200
15 to 19 years	3.14 hours accrued	27	216
20+ or more years	3.48 hours accrued	30	240

Q: If I have a service anniversary, how does that impact my accrual?

A: Employees who have a crossover year in which they move to the next higher accrual level will have the benefit of starting that higher level accrual on April 1st of that fiscal year. For example, if my 7th year service anniversary is October 18th, 2025, rather than wait until October 18th – you will receive the higher level of accrual for the full fiscal year, starting on April 1st, 2025.

Q: Can I carry over PTO? Do I lose unused PTO?

A: PTO must be taken during the fiscal year it is accrued, unless otherwise required by law. However, employees will be eligible to carry over up to 40 hours into the next fiscal year. All PTO eligible to be carried over must be used by the end of the next fiscal year, i.e. by March 31st. All other accrued PTO hours in excess of 40 hours accrued in a fiscal year that are not used within that fiscal year will be forfeited at the end of that fiscal year, except as otherwise required by law.

Q: What if I do not have enough PTO to cover my time out?

A: Employees may take up to 40 hours of PTO in arrears during the fiscal year. In extreme circumstances, please contact your HR Representative to determine your eligibility for an unpaid personal leave of absence. This means you can “borrow” up to 40 hours of PTO if you do not have sufficient accrued time to take time off.

Q: Can I go into arrears more than 40 hours?

A: There is a 40 hour cap on going into arrears. If you have special circumstances, please contact your HR Representative to determine your eligibility for an unpaid personal leave of absence.



Q: I am a salaried employee. How much time am I credited for?

A: Each eligible salaried non-exempt employee will accrue PTO throughout the fiscal year based on hours worked and years of service. Salaried exempt employees will receive credit for 40 hours of work per week, regardless of hours worked.

Q: I am salaried non-exempt. How does this work with overtime?

A: Salaried non-exempt employees will accrue PTO for actual hours worked, including overtime, and will use Kronos for time tracking. The limit of how many hours you can accrue will be based on your years of service.

Q: How does the math work?

A: To comply with state-by-state guidelines around minimum PTO accruals, the accrual calculation is based on hours of PTO accrued for every 30 hours worked. The calendar year has 2080 work hours (40 hours times 52 weeks). There are 69.33 periods of measurement based on 30 hours. The easiest way to check the math is to multiply the # of PTO hours accrued for every 30 hours worked times 69 (rounded). For example: An employee with 0-2 years at Modine accrues 1.74 hours PTO for every 30 hours worked: $1.74 * 69 = 120.06$. (The system will cap the accrued PTO at 120 hours.) In this example, the employee has the potential of accruing 120 hours of PTO in a year.

Q: Do I accrue time when I am not at work?

A: Yes. You will still accrue PTO when it is a paid holiday, you have jury duty, or you use bereavement leave, paid parental leave, or accrued PTO. The only time you would not continue to accrue PTO would be at the conclusion of 12 weeks on a continuous leave of absence. After 12 weeks on continuous leave your PTO accrual will stop until you return to active employment.

Q: Is the Kronos system linked to our badge entries?

A: No. There will be no link to badge entries. For salaried exempt employees, time will only be systematically tracked in Kronos for the PTO accrual and requesting time off. For salaried non-exempt employees, Kronos will be tracking actual hours worked.

Q: How do I check my PTO balance?

A: Please refer to the PTO User Guide for detailed instructions on how to check your balance in Kronos.

Please contact your HR Representative with additional questions.