



CORPORATE COMMISSION
of the Mille Lacs Band of Ojibwe Indians

CORPORATE ORDER #~~08125~~ *0903.1
OF
THE CORPORATE COMMISSION OF THE
MILLE LACS BAND OF OJIBWE

The undersigned, the Commissioner of Corporate Affairs of the Corporate Commission of the Mille Lacs Band of Ojibwe, a corporation and political subdivision of the Mille Lacs Band of Ojibwe ("Commission"), hereby adopts the following Corporate Order effective this 11th day of March, 2009.


WHEREAS, the Commissioner of Corporate Affairs shall issue regulations and other directives in the form of Corporate Orders to accomplish the Commissioner's corporate duties and responsibilities; and

WHEREAS, the Board of Directors previously approved the latest revisions to Human Resources – Benefits, Paid Time Off (Corporate Commission Office and business entities) (the "Policy") on December 21, 2006, and the policy permitted associates to cash out any PTO balance accrued in excess of eighty (80) hours; and

WHEREAS, current economic necessity requires the elimination of this benefit (see attached Exhibit A).

NOW THEREFORE BE IT RESOLVED, that the Commission adopts the amendment to the Policy as described in attached Exhibit A.

IT IS SO ORDERED,



Sarah Oquist
Commissioner of Corporate Affairs

EXHIBIT A to CORPORATE ORDER 0812.5- 0903.1
Corporate Commission of the Mille Lacs Band of Ojibwe Indians
Policy and Practice Manual

Section: Human Resources - Benefits	Number: 24.008b Page: 1 of 2
	Issue Date: 1/1/94
Procedure: Paid Time Off (<i>Corporate Commission Office and business entities</i>)	Revision Date:
	Approval:

I. Purpose

To provide associates with Paid Time Off (PTO).

II. Policy

Based on months of continuous service, all full time associates will earn PTO based on the following schedule:

<u>Months of Service</u>	<u>Hours Earned</u>	
	<u>Per week</u>	<u>Days</u>
1-12	2.31	15
13-36	2.92	19
37-72	3.23	21
73-108	3.85	25
109+	4.62	30

PTO is available for a variety of situations in which time off will be paid. Associates must use PTO for vacations, a single day off, holidays of personal choice or personal business.

The company provides pay for funerals, certain holidays, jury duty and military leave as provided by company policy. As such associates do not need to use PTO for these days.

Associates on an approved Family Medical Leave (FMLA) will be required to use PTO.

III. Practice

A. PTO that is not used during the calendar year in which it is earned will be carried over to the following year. However, associates may not carry over more than 200 hours.

~~B. There can be cash payouts for unused PTO. Associates may cash out PTO as long as their balance does not fall below eighty (80) hours. Requests for payout cannot be made more than once during any calendar year.~~

EXHIBIT A to CORPORATE ORDER ~~0812.5~~ 0903.2
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- C. The maximum amount of PTO an associate may accumulate ("bank") is thirty (30) days which equals 240 hours. Accrual will stop at that point until hours are used.
- D. Upon termination, any PTO balances will be paid to the associate less any monies the associate may owe the company.
- E. All payments for PTO are treated as taxable income.
- F. PTO is paid at the associate's regular, straight time rate of pay, excluding overtime, tips/tokens, and bonuses, etc.
- G. Whenever possible, an associate should schedule any known absence with his or her supervisor at least two (2) weeks in advance. Your supervisor will make an effort to accommodate your request but may not be able to honor all requests.
- H. If an associate transfers to another Company location, their PTO balance will be transferred to the new property on a hour for hour basis (not paid out to associate on transfer).
- I. Associates may not go into a deficit situation in PTO. As such, if an hourly paid associate does not have PTO available, time taken off will be unpaid. When an exempt associate's balance becomes depleted their salary must be docked in full day increments.
- J. Associates will accrue PTO when the associate is on active status.
- K. Associates may take PTO in a minimum of one (1) hour increments.
- L. In an emergency situation and with the approval of the Commissioner of Corporate Affairs, associates may donate their PTO value to fellow associates (same property). However, the donation cannot cause the donor's balance to fall below 80 hours. The donated hours will be valued on a dollar per dollar basis.
- M. ~~This policy will be effective January 1, 2009.~~