



CORPORATE COMMISSION  
of the Mille Lacs Band of Ojibwe Indians

<sup>0012.6</sup>  
CORPORATE ORDER ~~#0182.6~~ #0903.2  
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 11 day of March, 2009.

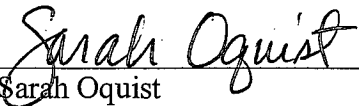
**WHEREAS**, the Commissioner of Corporate Affairs shall issue regulations and other directives in the form of Corporate Orders to accomplish the Commissioner's corporate duties and responsibilities; and

**WHEREAS**, the Board of Directors previously approved the latest revisions to Human Resources – Benefits, Paid Time Off (Casinos)(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 B).

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

**IT IS SO ORDERED,**

  
\_\_\_\_\_  
Sarah Oquist  
Commissioner of Corporate Affairs

**EXHIBIT b to CORPORATE ORDER ~~0812.6~~ 0903.2**  
**Corporate Commission of the Mille Lacs Band of Ojibwe Indians**  
**Policy and Practice Manual**

<b>Section:</b> Human Resources - Benefits	<b>Number:</b> 24.008 <b>Page:</b> 1 of 3
	<b>Issue Date:</b> 1/1/94
<b>Procedure:</b> Paid Time Off ( <i>Casinos</i> )	<b>Revision Date:</b>
	<b>Approval:</b>

**I. Purpose**

To provide associates 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>Hours of Service</u>	<u>Per Pay Period</u>		
	<u>Accrual Rate</u>	<u>Yearly Maximum</u>	<u>Days</u>
0-1	3.08	80.04	10
1+ -2	4.31	111.96	14
2+ -5	5.85	152.04	19
5+	7.70	200.04	25

**Salaried Associates**

<u>Years of Service</u>	<u>Accrual</u>		
	<u>Rate</u>	<u>Yearly Maximum</u>	<u>Days</u>
0-1	3.08	80.04	10
1+ -5	5.85	152.04	19
5+ years of service	7.70	200.04	25

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, sick days, holidays of personal choice or personal business.

The Company provides pay for funerals, Thanksgiving, Christmas, Jury Duty and Military Duty leave as provided by Company policy. As such, associates do not need to use PTO for these days.

Associates on an approved leave under the Family Medical Leave Act (FMLA) must use any PTO they have available.

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<b>Section:</b> Human Resources - Benefits	<b>Number:</b> 24.008 <b>Page:</b> 2 of 3
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**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 two hundred (200) hours.
- B. ~~Associates may cash out their PTO balance 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.~~
- C. The maximum amount of PTO an associate may accumulate ("bank") is 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, associates should schedule any known absence with their supervisor at least two (2) weeks in advance. The associates's supervisor will make an effort to accommodate the request but may not be able to honor all requests.
- H. If associates transfer to another Company location, their PTO balance will be transferred to the new property on an 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 PTO balance becomes depleted his or her salary may be docked only 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.

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- L. In an emergency situation and with the approval of the General Manager, 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.