



Our PTO program provides employees with time away from work for vacation, personal needs, or health-related reasons. PTO accrual is based on your role (management or non-management) and your length of service with the company. Our PTO policy also satisfies state and local sick leave requirements, providing one simple and flexible program for time away from work.

If you have questions about how your role fits into the policy, please reach out to your recruiter.

### PTO Accrual by Role & Tenure\*

Years of Service	Technical (Non-Management)	Management
After 90-day training period	1-week lump sum (one-time)	1-week lump sum (one-time)
Less than 1 year	1 week	2 weeks
1 – 4.99 years	2 weeks	3 weeks
5 – 9.99 years	3 weeks	4 weeks
10+ years	4 weeks	5 weeks

**\*Disclaimer:** This overview is provided for informational purposes only and does not create a contract or guarantee of benefits. The official Paid Time Off (PTO) policy is outlined in the Company Handbook. TQS reserves the right to modify, amend, or terminate its PTO policy, in whole or in part, at any time with or without notice, in accordance with applicable law.