



YOUR TIME OFF

Your Time Off (YTO) gives you the flexibility to take time away from work for whatever you need: vacation, sick days, appointments, or time to yourself. You begin to earn YTO from the first day you start with Boise Cascade.

What goes in

YTO hours are deposited into your “bank” as you earn them. The hours you earn are based on your years of service, paid time, and certain types of unpaid time, like military leave, etc.

YTO Accrual Schedule	
In January of the year you reach . . .	You're eligible to accrue up to this amount of YTO per year . . .
0 – 4 Years of Service	128 hours (16 days)
5 – 9 Years of Service	168 hours (21 days)
10 – 19 Years of Service	208 hours (26 days)
20+ Years of Service	248 hours (31 days)

The YTO accrual year is January 1 – December 31.

What comes out

YTO will be subtracted from your bank for the following:

- Vacation
- Sick days (If your illness/injury qualifies for short-term disability [STD], those benefits begin on the fourth missed workday that is STD eligible. See your supervisor for details.)
- Family or personal business

All time off is subject to your supervisor’s approval. If you use all of your maximum annual accrual before the end of the year and your bank balance reaches zero, any additional time off you use will be unpaid.

Other paid time off

When you take time off for the following reasons, it is paid and not deducted from YTO:

- Jury duty
- Designated holidays
- Funeral of immediate family members

Tracking time off

You will submit your time off requests through Infor Workforce Management. To start, open a web browser . . .

- Type **my.bc.com/wfm** (for the full desktop version);
-or-
Type **my.bc.com/wfm-mobile** (for the mobile + web clock version).
Tips for using the mobile-friendly version: A Chrome web browser works best; Allow Infor to know your location, if asked.
- Select **My Time Off** > and a date on the calendar (which will open a pop-up window).
- Enter the details of your time off request > Select **OK** > and **Submit**.

Carrying a balance

We believe time off does a person good. However, if you reach the end of the year and you still have unused YTO hours, you can carry over some of them:

- Those with **less than 10 years of service** can carry over **up to 40 hours** (5 days)
- Those with **10 or more years of service** can carry over **up to 80 hours** (10 days)

Borrowing from your bank

If you want to take more days off than you have accrued, you can borrow additional YTO up to your maximum annual accrual. You will see a negative time off balance on your paycheck until the borrowed hours are accrued.

California, Colorado, Illinois, and Montana maximums

Due to state laws, the carryover maximum does not apply in CA, CO, IL, and MT. In these states, an accrual maximum applies instead. Contact your HR representative for more information.

If you leave Boise Cascade

If you leave Boise Cascade, you will receive payment for the accrued YTO balance in your bank. If you have borrowed YTO and have not yet accrued enough time to repay what you borrowed, that amount will be deducted from your final paycheck.

This overview does not include all YTO rules and details. The terms of our YTO benefits are governed by our company policies. Should there be any inconsistencies between this overview and the policies, the policies control. Boise Cascade reserves the right to change or discontinue any or all of its benefits programs at any time.