



2026 Paid Time Off (PTO) Policy

Technicians and Hourly Associates

Paid Time Off (PTO) allows employees to take paid time for vacation, illness, or personal needs.

Clay Cooley Auto Group provides annual PTO to regular full-time employees (40 hours/week) based on continuous service:

- New Hires: 5 days (40 hours) – not available during the first 90-day introductory period
- 1 Year: 5 days (40 hours)
- 2-6 Years: 10 days (80 hours)
- 7+ Years: 15 days (120 hours)

Paid Time Off (PTO) Requests and Guidelines

- PTO requests must be submitted through iSolved **no later than 30 days prior** to the requested vacation period.
- Failure to submit time off through the designated tracking system may result in forfeiture of PTO wages.
- PTO may be taken at any time during the year following eligibility, subject to the provisions below:
 - Employees are encouraged to utilize PTO for rest and personal well-being.
 - PTO must receive prior approval from both the Department Manager and General Manager.
 - The maximum PTO request shall not exceed one week at a time.
 - Unused PTO cannot be carried over into the subsequent year and will not be paid out as additional compensation unless expressly approved by Clay Cooley and the General Manager.
 - Employees must work their regularly scheduled shifts immediately before and after the PTO period to qualify for payment.
 - Operational requirements shall take precedence over PTO scheduling.
 - In the event of scheduling conflicts, length of service will be considered.
 - Any missed time (half or full day) may be automatically applied as PTO.
 - Technicians may cash out one week of PTO each year, processed on the December 10th payroll.

Paid Time Off (PTO) Pay Guidelines

Please review the following provisions regarding vacation pay:

- Managers will receive their regular base salary during approved PTO.
- Individually productive employees (e.g., Sales, Technicians, Service Advisors) will be compensated at an hourly rate calculated by dividing their prior year's total wages by 2,080 hours.
- All other personnel will be paid based on their standard hourly rate for a 40-hour workweek.
- PTO hours will not be considered time worked for the purpose of calculating overtime.



2026 Paid Time Off (PTO) Policy

Commissioned and Salaried Associates

Paid Time Off (PTO) allows employees to take paid time for vacation, illness, or personal needs.

Clay Cooley Auto Group provides annual PTO to regular full-time employees (40 hours/week) based on continuous service:

- 1 Year: 5 days (40 hours)
- 3+ Years: 10 days (80 hours)

Paid Time Off (PTO) Requests and Guidelines

- PTO requests must be submitted through iSolved **no later than 30 days prior** to the requested vacation period.
- Failure to submit time off through the designated tracking system may result in forfeiture of PTO wages.
- PTO may be taken at any time during the year following eligibility, subject to the provisions below:
 - Employees are encouraged to utilize PTO for rest and personal well-being.
 - PTO must receive prior approval from both the Department Manager and General Manager.
 - The maximum PTO request shall not exceed one week at a time.
 - Unused PTO cannot be carried over into the subsequent year and will not be paid out as additional compensation unless expressly approved by Clay Cooley and the General Manager.
 - Employees must work their regularly scheduled shifts immediately before and after the PTO period to qualify for payment.
 - Operational requirements shall take precedence over PTO scheduling.
 - In the event of scheduling conflicts, length of service will be considered.
 - Any missed time (half or full day) may be automatically applied as PTO.

Paid Time Off (PTO) Pay Guidelines

Please review the following provisions regarding vacation pay:

- Managers will receive their regular base salary during approved PTO.
- Individually productive employees (e.g., Sales, Technicians, Service Advisors) will be compensated at an hourly rate calculated by dividing their prior year's total wages by 2,080 hours.
- All other personnel will be paid based on their standard hourly rate for a 40-hour workweek.
- PTO hours will not be considered time worked for the purpose of calculating overtime.



Holiday Policy

The Clay Cooley Auto Group observes the following holidays for employees in the Service, Collision, Parts, and Accounting Departments:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The Sales Departments observe Thanksgiving Day and Christmas Day.

To receive holiday pay, employees must work their regularly scheduled workday both before and after the holiday.

If a holiday falls on a weekend, it will be observed on the closest weekday:

- Holidays falling on Saturday will be observed on the previous Friday.
- Holidays falling on Sunday will be observed on the following Monday.

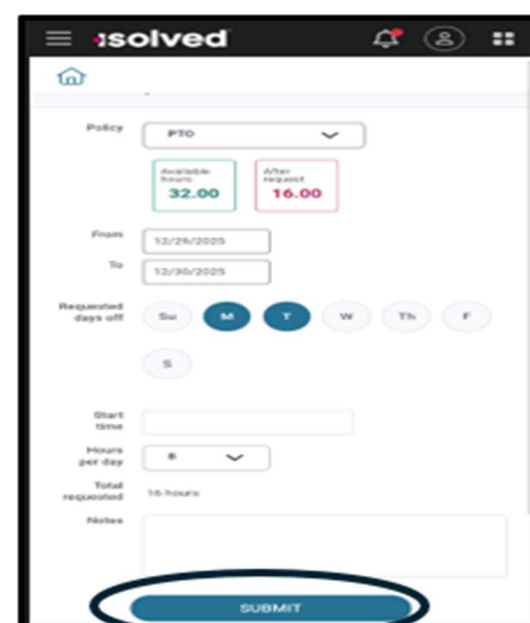
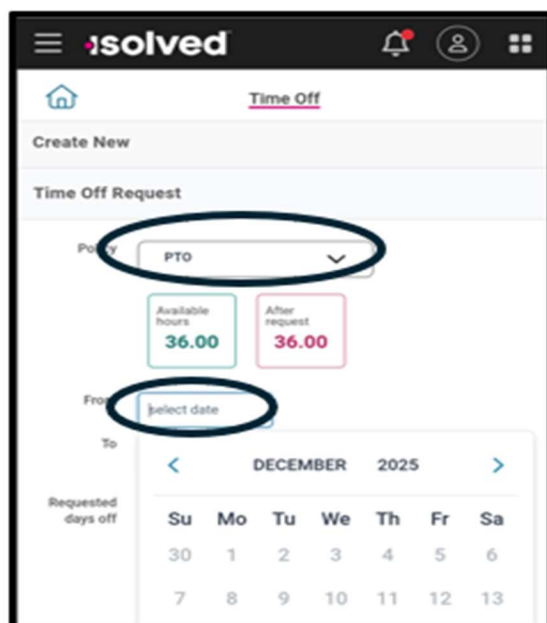
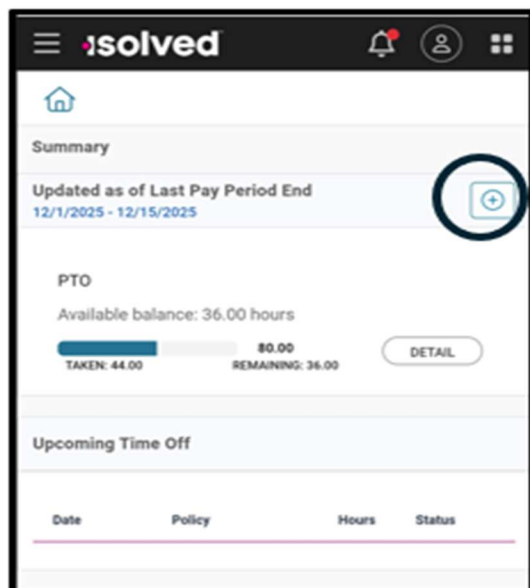
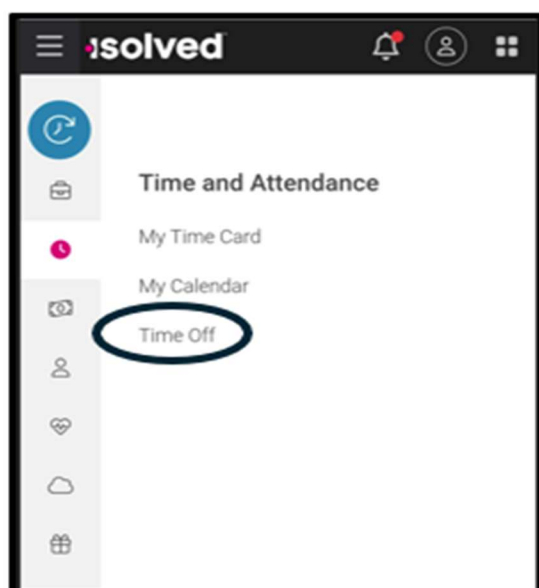
If your department observes a holiday and you are required—or choose—to work on that day, you will be paid for the hours worked in addition to the holiday pay, with manager approval.



REQUEST TIME OFF

All paid time off requests must be submitted in iSolved at **least 30 days in advance** and approved by your direct supervisor.

You are required to work on your regular schedule both before and after your paid time off.

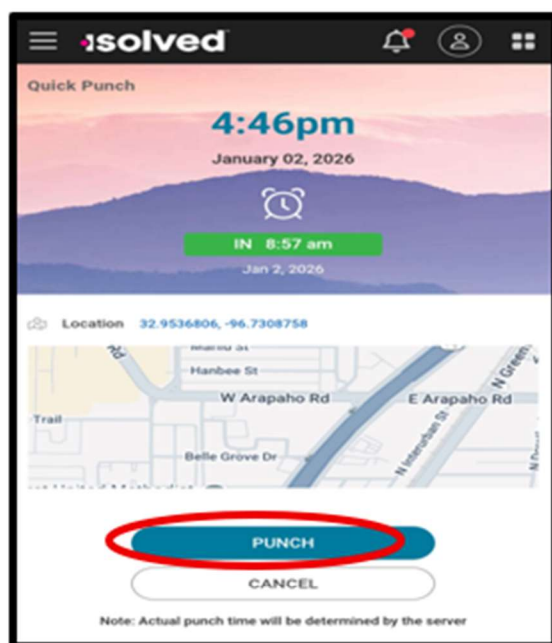
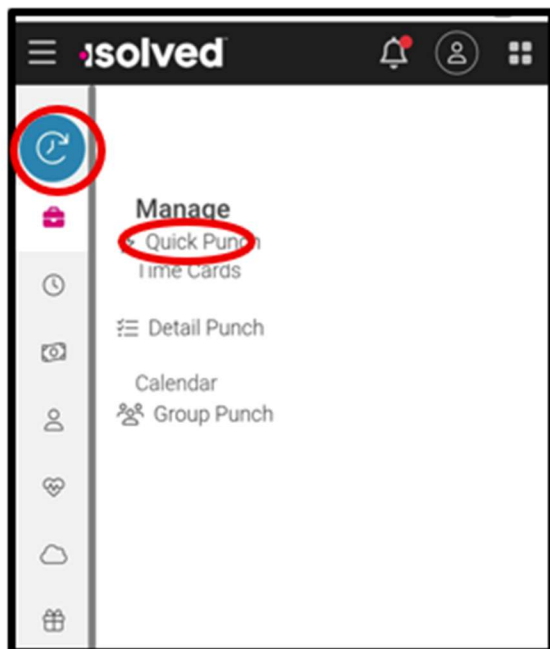


CLAY COOLEY 1998 25 2023 AUTO GROUP YEARS



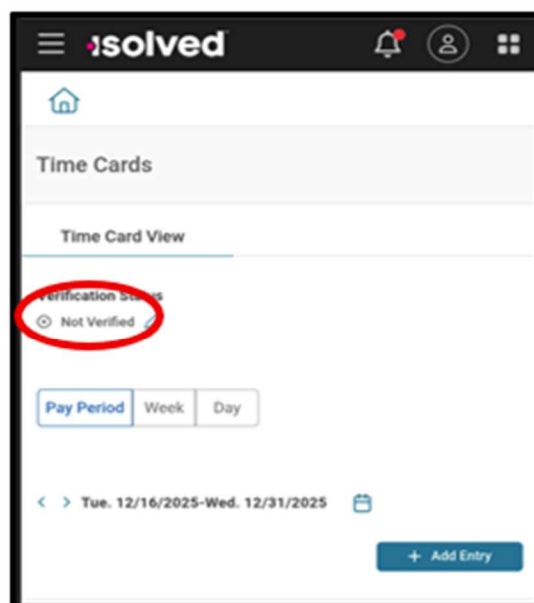
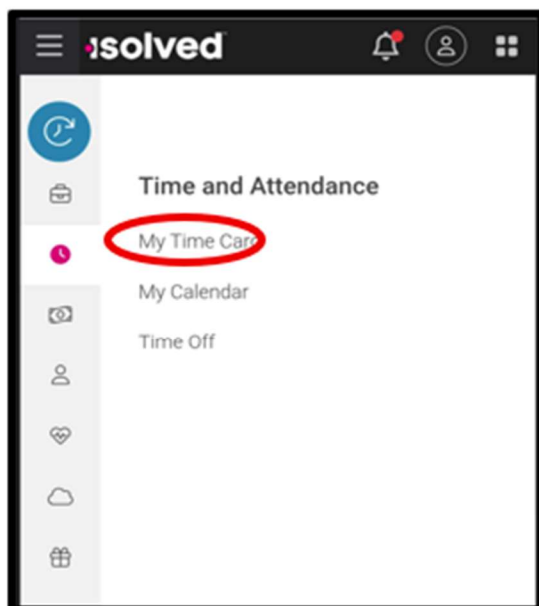
CLOCKING IN/OUT FOR WORK

One of the key features of ISolved is the ability to clock in and out for work.



VERIFY TIMECARD

It's important to review your timecard each week to ensure accuracy. At the end of each pay period, you'll receive a notice prompting you to verify your time.





Harassment Policy

Clay Cooley Auto Group maintains a **zero-tolerance policy** for any form of harassment directed toward employees, customers, vendors, or affiliates. Harassment is defined as any unwelcome or offensive conduct that demeans, humiliates, embarrasses, or intimidates an individual.

Any violation of this policy—including conduct prohibited by federal, state, or local law—will result in disciplinary action, **up to and including immediate termination.**

Protected categories include, but are not limited to:

- Race
- Color
- National Origin
- Religion
- Age
- Disability (mental or physical)
- Sex
- Genetic Information
- Retaliation
- Ancestry
- Citizenship Status
- Marital Status
- Pregnancy

Harassment of customers, clients, their employees, vendors, or suppliers by any Clay Cooley Auto Group employee is strictly prohibited and may result in termination.

Harassment of our employees by non-employees in connection with their work is also a violation of this policy. Employees who experience or witness such behavior should report it immediately to their supervisor or Human Resources. Appropriate action will be taken against any non-employee who violates this policy.

To report an incident, please follow your dealership's chain of command.
If additional support is needed, you may contact **payroll@comeseeclay.com**.

All reports will be handled with the **highest level of discretion.**



WILL NOT BE TOLERATED

It is our company policy to provide a safe workplace. We will not tolerate any form of harassment.

Examples of harassment:

- Verbal abuse- shouting, yelling, swearing, name calling, and vulgarity
- Spreading malicious rumors, gossip, and lies
- Threats or physical abuse
- Intentional isolation, ignoring, and excluding co-workers
- Intimidation or manipulation
- Making false accusations of co-workers mistakes
- Sabotaging or impeding a person's work
- Cruel comments, belittling, and insults
- Unjust, harsh, and constant criticism
- Aggressive behavior
- Sexual harassment, unwanted touching, or stalking
- Personal and offensive jokes
- Invading a person's privacy or personal belongings
- Unequal treatment due to race, gender, age, size, religion, or country of origin
- Taking credit for someone else's work



Dress Code Policy

At Clay Cooley Auto Group, we strive to maintain a friendly and professional atmosphere. Dressing appropriately is essential to reflect our commitment to excellence.

The following guidelines outline exceptions for all employees:

Not Acceptable

- Denim of any kind
- Spotted, frayed, or faded clothing
- Clothing with holes or transparency
- Casual T-shirts (including those with writing, pictures, or advertising)
- Undergarments (tanks & undershirts) worn as outerwear
- Crop tops, halter tops, or spaghetti straps
- Leggings worn as pants (leggings are acceptable only with a dress, skirt, or tunic that is not form-fitting)
- Low-rise pants or leather/pleather pants
- Miniskirts, short dresses, or shorts (must be knee-length)
- Flip-flops or tennis shoes
- Visible tattoos
- Facial piercings (nose, lip, eyebrow, tongue)
- Garish artificial hair color or distracting hairstyles
- Shaved lines in eyebrows

Acceptable

- Shirt tails tucked in and properly buttoned
- Ties worn with dress shirts
- Blazers, suits, or sport coats paired with Clay Cooley logo shirts
- Dress slacks or khakis
- Dress shoes, heels, flats, or boots
- Company-approved uniforms for technicians and porters
- Company-approved uniforms for all customer-facing employees

Thank you for helping us maintain the highest standards of professionalism and for being a valued member of the Clay Cooley team.



Employee Uniforms & Dress Code

Clay Cooley Auto Group requires all customer-facing employees to wear either:

- **Company uniform** (CCAG polo shirt with black or khaki pants)
- **Professional attire** (business suit or business dress).

Outdated CCAG polo shirts may be exchanged for new shirts (limit 3).

Customer-Facing Employees Include:

- All Department Managers
- Sales (including BDC & F&I)
- Receptionists
- Owner Loyalty Managers
- Service Advisors
- Cashiers
- Drivers
- Parts Counter

CCAG Polos, Name Tags, and Business Cards

- Employees will receive complimentary business cards and a name tag.
- To order CCAG polo shirts, complete the **Uniform Deduction Agreement Form** and email it to both the dealership's Parts Manager and payroll@comeseeclay.com.
- Replacement name tags are at the employee's expense; submit the Uniform Deduction Agreement Form to payroll@comeseeclay.com.

Important Notice

Any employee who arrives at work out of uniform must obtain a shirt from the Parts Department.

- The employee must sign a new Uniform Deduction Agreement Form, and the cost of the polo shirts will be deducted from the current week's pay.



Final Pay

All **final checks**, whether the termination is voluntary or involuntary, will be issued as **paper checks**.

For involuntary terminations:

- If the next scheduled payday falls within the 6-day rule under the Texas Pay Day Law, final pay will be processed as normal. A paper check will be available at the Chevy Irving Receptionist Desk on payday after 2 PM.
- If the next scheduled payday falls outside the 6-day rule, a paper check will be issued no later than six days after the termination date and will be available at the Chevy Irving Receptionist Desk.

For voluntary terminations:

- Final pay will be processed as normal, and a paper check will be available at the Chevy Irving Receptionist Desk on payday after 2 PM.

If you would like your final check mailed, please email payroll@comeseeclay.com.

Exceptions: Commissioned employees will receive final commission payments once calculated and submitted to Payroll by Accounting.

Thank you,

Amy Evans