

# Marth Group, LLC

## EMPLOYEE HANDBOOK – Addendum

**For: ENPOINTE employees**

**Effective Date: February 1, 2026**

We're making an update to ENPOINTE's Paid Time Off (PTO) policy related to PTO payouts when employment ends. Below is a summary of what's changing and how it may affect you.

### **What's Changing**

Starting **February 1, 2026**, ENPOINTE will move to a use-it-for-time-off PTO policy. This means PTO will continue to be available for taking time away from work, but it will no longer be paid out as cash when employment ends, except during the transition period described below.

### **Transition Period (February 1 – May 31, 2026)**

To give employees time to adjust, we're offering a four-month transition period:

- If you leave ENPOINTE during this transition period, you may still be eligible to receive a payout of legacy PTO (PTO earned before February 1, 2026), based on the prior PTO payout policy.
- PTO earned **on or after February 1, 2026** will **not** be paid out if you leave.

### **How PTO Will Be Used During the Transition**

During the transition period:

- Any PTO you use will come from your legacy PTO balance first.
- Once your legacy PTO balance is used up, PTO taken will be deducted from PTO earned on or after February 1, 2026.

### **After the Transition Period (Beginning June 1, 2026)**

Starting **June 1, 2026**:

- PTO will no longer have a cash value when employment ends.
- Any remaining PTO, including legacy PTO, will not be paid out upon separation for any reason.

If you have questions about how this change affects your PTO balance, please reach out to HR, and we'll be happy to help.