

PAID TIME OFF

JR believes its people are the heart and soul of the company. While work takes up a large portion of an employee's life, we believe a balance between work and play is essential in maintaining quality performance and expanding our minds to the world around us. JR fosters this concept through the paid time off (PTO) policy that contains provisions for vacation time and sick leave. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves.

ELIBIBILITY

PTO is accrued on a monthly basis, commencing January 1 each year.

ACCRUAL AND PAYMENT OF PTO

Length of service determines the rate at which the employee will accrue PTO.

First full year of service

- 10 day entitlement.
- Earned at the rate of one day for each month of employment up to an accumulation of 10 days.

Second year of service

- 15 day entitlement.
- Earned at the rate of three days for each month of employment up to an accumulation of 15 days.

Third year of service

- 20 day entitlement.
- Earned at the rate of four days for each month of employment up to an accumulation of 20 days.

HOLIDAYS

Holidays are a special time to share with family and friends. JR wants you to enjoy this time and offers this generous holiday time-off schedule.

Memorial Day Friday before holiday and holiday

Fourth of July

Labor Day Friday before holiday and holiday

Thanksgiving Holiday and the day after

Christmas Christmas Eve through New Years Day



JR GIVEAWAYS

Twice a year JR employees enjoy a fantastic merchandise giveaway. This event allows employees to take home free merchandise and props that are no longer needed at our photo studio. Items in these giveaways range from simple kitchen gadgets and cookware to high-end appliances and home accessories. This is a wonderful opportunity for employees to “shop for free!”



JR MARTYS

On a quarterly basis JR hosts a meeting/party. Hence, a Marty! Agendas for these events include corporate updates and special announcements, followed by a fun activity — often with great food and beverages. Attendance is strongly encouraged and work schedules are typically altered so all employees can come. Employees are encouraged to bring a guest to the fall Marty. Some memorable JR Martys from the past include:

- Creative sand castle contests at gorgeous Rocky Gap Beach;
- A private movie screening (complete with popcorn and candy) at The Vickers Theater;
- A lively kickball game in the park with a visit from the city’s favorite hot dog cart; and
- A fall festival at a charming country farmhouse with live music, delicious food vendors and cozy campfires.

