



K2 Employee Handbook

Physical Address: 9498 S 670 W – Sandy, UT 84070

Time Off Policy

All time off outside of your normal working scheduled must be requested through your Foreman and submitted in the app as soon as you know you need it. Failure to complete both steps will result in an Unexcused Absence.

Unpaid Time Off

Employees may take time off using Unpaid Time Off. Overuse of Unpaid Time Off is not encouraged and may result in disciplinary action up to and including termination.

Paid Time Off

Paid Time Off (PTO) combines sick days, vacation days, and personal days for employees to use as they want or need. Employees can use their PTO any time once approved, however all PTO expires on the last day of each year and does not roll over. If you are unable to use your PTO before the end of the year, please reach out to your admin team or Foreman. Employees must request PTO using the Workforce App. The admin team will get back to you with approval/disapproval of request. Employees may not exceed 40 hours a week when using PTO.

Receiving PTO

If you do not have an electrical apprentice license and are not actively enrolled in school, you are not entitled to any PTO. If you are an electrical apprentice, your vacation time is based off your previously completed schooling after meeting the 12-month employment mark. You will be awarded with 8 hours of PTO per year of schooling completed, including your journeyman license completion, for a total of up to 40 hours. Foremen receive an additional 40 hours of PTO, for a total of 80 hours, assuming you have received the aforementioned 40 hours from schooling completion. If your PTO is not reflected correctly, please reach out to Trina.

The instructions are here →
If you have any questions or issues
with time off, please reach out to
your admin team or Foreman

