

Extra Space Storage Time Off and Leave Policies

Updated 8/16/2022

Paid Time Off (PTO)

The purpose of Extra Space Management, Inc.'s (EMSI) Paid Time Off (PTO) Policy is to provide each employee designated as full-time (working 30 or more weekly standard hours) with paid time off for sick leave, personal or vacation days. Employees earn PTO in addition to company paid holidays.

Employees are encouraged to use earned PTO leave each year. Once an employee reaches the Maximum Accrued PTO Leave, based on their years of service, the employee will not earn any additional PTO leave.

Corporate Employees		
Length of Service	Hours Accrued per Bi-Weekly Pay Period	Maximum Accrued PTO Leave
0 – 12 months	4.62 hours	120 hours
13 – 24 months	4.93 hours	128 hours
25 – 36 months	5.24 hours	136 hours
37 – 48 months	5.54 hours	144 hours
49 – 60 months	5.85 hours	152 hours
61 - 120 months or Director/Sr. Director	6.16 hours	160 hours
121 months & beyond or Vice President and Above	7.70 hours	200 hours

Corporate Employees Hired on or Before 12/31/2013		
Length of Service	Hours Accrued per Bi-Weekly Pay Period	Maximum Accrued PTO Leave
61 - 120 months or Director/Sr. Director	6.47 hours	168 hours
121 months & beyond or Vice President and Above	8.00 hours	208 hours

Corporate Pregnancy-Related Leave Policy

Extra Space provides up to 10 weeks of paid leave for eligible employees who give birth, to address health issues related to pregnancy, to recover from pregnancy and childbirth and to address essential parenting needs before returning to work.

Eligibility

- Must be a corporate employee
- Must have worked for Extra Space for at least three full calendar months in a full-time position

Parental Bonding Leave

Extra Space provides up to 2 weeks of paid parental leave for eligible employees who add children to their immediate family through birth or adoption. Parental Bonding leave must be taken continuously, not intermittently or on a reduced schedule.

Eligibility

- Employee must have worked for Extra Space for at least three full calendar months in full-time positions.
- Leave must be completed within three months of birth or adoption date.

Volunteer Time Off (VTO)

All full-time corporate employees based at the Store Support Center as well as exempt staff based at the National Support Center are eligible for the program. The Volunteer Time Off (VTO) policy allows employees to take up to four (4) hours of time each year to participate in volunteer programs of their choice. VTO should be approved in advance by the individual's manager and not interfere with the regular course of business to allow for the coordination of other work-related responsibilities. VTO may be used individually or as a team (working towards the same cause). VTO is viewed in a similar way as Paid Time Off (PTO), these hours are not considered hours worked, nor is Extra Space responsible for activities performed while volunteering your time.