

# Holiday and Time Off Policy

## Paid Time Off Overview

TechCorp Solutions provides generous paid time off to support work-life balance and employee wellness. Our PTO policy includes vacation days, holidays, and personal time that increases with tenure.

PTO accrues monthly based on years of service and full-time/part-time status. Employees can view their balance and request time off through our HR portal.

Advance planning is encouraged. Time off requests should be submitted at least two weeks in advance when possible, though emergency situations are accommodated.

## Vacation Accrual

Full-time employees accrue 15 vacation days annually during their first three years, increasing to 20 days after three years and 25 days after seven years of service.

Part-time employees accrue vacation hours proportionally based on their scheduled hours. Vacation time can be carried over up to a maximum of 30 days.

Employees may cash out unused vacation time annually, though we encourage using time for rest and rejuvenation.

## Holiday Schedule

TechCorp observes 10 paid holidays annually: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Floating holidays allow employees to choose additional days off based on personal or religious observances. These must be scheduled in advance and approved by management.

Holiday scheduling considers business needs. Some roles may require holiday coverage with premium pay or compensatory time.

## Sick Leave Policy

Employees receive 10 days of paid sick leave annually to cover illness, medical appointments, or family care needs. Sick leave accrues monthly and carries over year after year.

Certification may be required for extended absences. We respect employee privacy and use certification only when necessary to protect the workplace.

Employees can donate unused sick leave to colleagues facing extended medical situations through

our sick leave sharing program.

## **Parental Leave**

New parents receive 12 weeks of paid parental leave for birth, adoption, or foster care placement. This leave can be taken consecutively or intermittently.

Unpaid leave extensions are available under federal and state laws. Employees can combine paid parental leave with other leave types for extended time off.

Returning parents receive flexible scheduling and support to ease the transition back to work.

## **Bereavement Leave**

Employees receive up to five days of paid bereavement leave for immediate family members and three days for extended family. Additional time may be approved for travel or special circumstances.

Family is defined broadly to include spouses, children, parents, siblings, grandparents, and other close relationships.

Compassionate support includes counseling services and flexible scheduling during difficult times.

## **Leave Administration**

All leave requests are processed through our HR system with transparent approval processes. Employees receive confirmation and can track their leave balances.

Intermittent leave is available for serious health conditions or family care needs. Documentation requirements vary by leave type and duration.

Return-to-work procedures ensure smooth reintegration. Employees receive updates on work matters during extended absences.