**Employee Paid Time Off Policy**

**BRIEF DESCRIPTION AND PURPOSE**

**What is a PTO policy for employees?**

Our Employee PTO policy, often known as paid time off, refers to the amount of vacation time we give to our employees each year or month. Paid time off is similar to vacation time, except employees are free to utilize it anyway they want.

This policy explains how paid time off is accrued and how employees can manage this benefit.

**SCOPE**

All employees are subject to this policy.

**POLICY COMPONENTS**

Our organization will not grant less paid vacation days than the law allows. We provide [full-time, permanent staff with X days of annual PTO.] These employees can begin using their PTO at the start of the year rather than waiting for it to accrue. Part-time employees will get PTO on the same pro-rata basis as full-time employees. Temporary workers are paid [X days per month] multiplied by the length of their contract. After their first [month] with our company, they can use all of their PTO.

PTO is distinct from parental leave and sick leave, which may be governed by various laws or business policies. If the need arises, other types of leave, such as bereavement leave and jury duty leave, will be considered.

You can submit a PTO request through [our HRMS.] You are not required to provide a justification for your PTO request when obtaining it. We ask that you arrange your PTO at least [two weeks] in advance if it will be longer than [three days].

Please attempt to use your PTO throughout the year rather than save it all for the end. Unused PTO cannot be carried over to the following calendar year.

Every year, employees may be eligible for additional PTO. The total amount of time off is limited to [25 days.]

**Unpaid time off.**

In some situations, an employee may have used up all of their paid time off and yet need to miss work. We may consider giving that employee unpaid time off in such instances. This does not include situations in which employees must take sick or parental leave. These two types of leaves are distinct.

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