**Paid Time Off (PTO) Policy - US**

**1. Purpose**

The purpose of this Paid Time Off (PTO) policy is to provide guidelines for the accrual, usage, and management of paid time off for employees of [Company Name] in the United States. This policy aims to balance the needs of employees for rest and relaxation with the operational requirements of the company.

**2. Eligibility**

All regular full-time and part-time employees of [Company Name] are eligible for PTO benefits, subject to the terms and conditions outlined in this policy.

**3. Accrual**

PTO will accrue on a [specify basis: monthly, semi-monthly, or annually] basis, beginning from the date of hire. The rate of accrual is based on [specify rate, e.g., length of service, employee classification, or years of employment], as follows:

* [Specify accrual rate, e.g., 10 days per year for the first 3 years of service, increasing to 15 days per year thereafter]

**4. Usage**

Employees may use accrued PTO for the following purposes:

* Vacation
* Personal time off
* Sick leave
* Bereavement leave
* Jury duty
* Family and medical leave (as applicable under federal and state law)

**5. Request and Approval**

Employees must request PTO in advance, using the company's designated time-off request system. Requests should be submitted to the employee's supervisor or manager for approval, with as much notice as possible. Approval of PTO requests is subject to the operational needs of the company and the availability of suitable coverage.

**6. Carry Forwards**

Accrued but unused PTO may be carried forward into the following calendar year, up to a maximum limit of [specify maximum carryover limit, e.g., 40 hours]. Any excess PTO beyond the carryover limit will be forfeited.

**7. Payouts**

Upon separation from employment with [Company Name], employees will receive a payout for accrued but unused PTO, in accordance with applicable state laws.

**8. Holidays**

[Company Name] observes certain holidays each year, during which employees may receive paid time off. The list of recognized holidays will be communicated to employees annually.

**9. Administration**

The Human Resources department is responsible for the administration and enforcement of this PTO policy. Any questions or concerns regarding PTO should be directed to HR.

**10. Amendment and Review**

This PTO policy may be amended or revised by [Company Name] at any time, at its sole discretion. Employees will be notified of any changes to the policy in a timely manner.

**11. Compliance**

This PTO policy is subject to all applicable federal, state, and local laws and regulations governing paid time off and employee benefits in the United States.

[Company Name] reserves the right to interpret, modify, suspend, or cancel this policy, in whole or in part, at any time and for any reason, with or without notice.