#### **Policy Regarding Paid Time Off (PTO)**

This policy outlines the rules and regulations for all employees regarding paid time off (PTO).

#### **Eligibility**

All full-time employees are eligible for paid time off (PTO). Part-time employees may be eligible for paid time off depending on their hours worked. Employees must have worked for the company for at least 90 days before becoming eligible for PTO.

#### **Accrual**

PTO is accrued based on hours worked and length of employment. Employees will accrue a certain number of hours of paid time off per month based on their hours worked and length of employment. Employees will be notified of their accrual rate when they become eligible for PTO.

#### **Usage**

Employees may use their accrued PTO for any reason. Employees are required to inform their supervisor of their planned usage of PTO in advance. Employees must use their PTO within a certain time frame or they will forfeit the time. Employees may not use more PTO than they have accrued.

#### **Sick Leave**

Employees may use their PTO for sick days. Employees must inform their supervisor if they are using their PTO for sick days. Employees may be asked to provide proof of illness if they are out for more than three days.

#### **Vacation Leave**

Employees may use their PTO for vacation. Employees must inform their supervisor of their planned vacation at least two weeks in advance. Employees are limited to two weeks of vacation per year.

#### **Payment for Unused PTO**

Employees will not be paid for unused PTO. Unused PTO will be forfeited at the end of the year.

*This is not legal advice.*