



Paid Time Off Policy

- Each employee will receive the following days off as paid vacation when the office is closed Monday - Friday:
 - January 1st (New Years)
 - Memorial Day (in May)
 - July 4th
 - Labor Day (in September)
 - Thanksgiving Day
 - Black Friday
 - Dec. 24th
 - Dec. 25th
- If the above day falls on a full working day, you will receive 7.5 hours pay, if the above day falls on a working half day, you will receive 4 hours pay.
- In addition, each employee will accrue 4 hours of PTO per pay period (24 pay periods per year). This equates to 96 hours of PTO/year.
- PTO should be used or cashed out by the end of each year.
- PTO may only be used in 4 hour or 7.5 hour increments (half day or full day).
- You may roll over up to 48 hours of PTO per year. At no point should PTO exceed 144 hours.
- PTO may be used as per the usual time off policy.