

[Company Logo] - New Horizon Solutions

## Time-Off Policy

Effective Date: March 03, 2025

Address: 456 Tech Ave, Springfield, IL 62701

### Section 1 - Policy Overview:

- Purpose: Support work-life balance and employee well-being.
- Applies to: Full-time employees after 90 days.

### Section 2 - Time-Off Types:

- PTO: 15 days/year, accrues at 1.25 days/month
- Sick Leave: 5 days/year, non-accruing
- Personal Days: 3 days/year, non-accruing
- Bereavement: 3 days per immediate family member's passing

### Section 3 - Request Process:

- Submit via HR portal 2 weeks in advance.
- Manager approval required within 3 days.
- Emergency requests: Notify supervisor and HR immediately.

### Section 4 - Carryover and Payout:

- Carryover: Max 5 days to next year, request by December 01.
- Payout: Unused PTO paid at year-end, max \$1,000.
- Forfeiture: Excess days beyond carryover limit.

### Section 5 - Acknowledgment:

- I have read and will follow this policy.
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions:

- Check intranet for updates.

- Contact HR at [hr@newhorizon.com](mailto:hr@newhorizon.com) for questions.