

TechFlow Solutions Ltd

HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Paid Time Off (PTO) Policy
Policy ID	HR-2024-001
Effective Date	January 1, 2024
Last Updated	November 15, 2024
Organization	TechFlow Solutions Ltd, San Francisco, CA
Industry	Technology
Total Employees	250

1. POLICY OVERVIEW

This policy outlines the paid time off benefits for all full-time employees of TechFlow Solutions Ltd. PTO includes vacation days, sick days, and personal days combined into one flexible pool.

2. ANNUAL PTO ALLOCATION

- New Employees (Year 1): 15 days per calendar year
- Employees (Year 2-4): 20 days per calendar year
- Senior Employees (Year 5+): 25 days per calendar year
- Management Level: 30 days per calendar year

3. ACCRUAL AND CARRYOVER

- PTO accrues monthly at the rate of 1.25-2.5 days depending on tenure
- Employees may carry over up to 5 days to the following year
- Days beyond the carryover limit will be forfeited on December 31st
- Upon separation, unused PTO will be paid out at current hourly rate

4. REQUEST AND APPROVAL PROCESS

- Employees must submit PTO requests at least 2 weeks in advance
- Emergency requests require immediate notification to manager
- Requests subject to business needs and manager approval

5. BLACKOUT DATES

- Thanksgiving Week (Nov 23-27)
- Christmas/New Year Period (Dec 23-Jan 2)
- Independence Day (July 4)

Approval and Implementation

This policy is approved by the Human Resources Department of TechFlow Solutions Ltd and is effective as of January 1, 2024. All employees are required to acknowledge receipt and understanding of this policy. Violations may result in disciplinary action up to and including termination of employment.

HR Director

Date: __/__/__

Department Manager

Date: __/__/__

Employee Acknowledgment

Date: __/__/__