

HR Policy - Paid Time Off (PTO) Guidelines

Full-time employees at CompanyX are entitled to 20 paid vacation days per year. PTO accrues monthly and is prorated for new hires who join mid-year. Part-time employees accrue PTO on a pro-rata basis according to their weekly working hours. Employees can carry over a maximum of 5 unused PTO days into the next calendar year.

In addition to regular PTO, the company offers 10 days of paid sick leave, 12 weeks of parental leave, and 3 days of bereavement leave. Requests for extended unpaid leave must be approved by HR and department heads.

To request PTO, employees must submit a request via the HR portal at least 7 days in advance. Managers are required to respond to PTO requests within 3 business days. Approval depends on project schedules, business needs, and coverage availability. Employees are encouraged to take time off regularly to support mental health and work-life balance.